

Jacksonville State University
Faculty Senate
September 11, 2023

Senators in Attendance: Jess Godbey, Tray Ridlen, Jenna Ridlen, Marck Sciuchetti, Patrick McGrail, Christopher Murtagh, Barbie Norvell, Allison Newton, Rashad Ahmed, Katelyn Walker, Erica Hardy, Billy Hankins, Lance Ingwerson, Chris Clark, Carrie Kirk, Karlie Johnson, Jianping "Coco" Huang, Monica Trifas, Jeff Dodd, MAJ Dereck Okimoto, LTC, Christ Homer, Laura Barrow, Stay Mikel, Chelena Cofield (for Chris Inman Online@JSU), Heidi Dempsey, Kimber Wickersham, James Watkins, Reggie Overton
Guests: Ashley Turner and David Dempsey

President Overton called the meeting to order at 3:15 pm. Introductions were made of the Executive Board. President Overton asked that the veteran Senators mentored the junior Senators. Also, asked that all senators send information to their respective departments. Dr. Wickersham-Secretary will get minutes out within a week and then once approved they can be used to talk to others in their departments.

President Overton noted that all would be available through CANVAS on the modules. It was noted that discussions and announcements can be put on CANVAS.

Approval of the agenda was requested and granted with a 1st motion by Dr. Jenna Ridlen and seconded by Dr. Mark Sciuchetti.

The April 2023 minutes were approved with a motion by Dr. Mark Sciuchetti and seconded by Dr. Tray Ridlen.

Informational reports were given by President Killingsworth, Provost Shelton, Dr. Arlitha Harmon, Sr. Vice President, CFO, and Dr. Sean Creech, Director of Disability Services

- a. President-Dr. Killingsworth: Dr. Killingsworth noted that he did not think he would be here today as he was attending a funeral for professor emeritus, but he is able to be here. He noted that the remainder of the senior leadership team is here Dr. Shelton, Provost and Dr. Harmon, CFO. He noted that they should be able to answer questions and he will address those questions that were submitted. Noted that they are appreciative of the faculty and thanked them for serving. Noted that we are at

our highest enrollment ever with 1800 Freshman. We will continue to recruit traditional students. Think that our growth will be in non-traditional students, graduate programs, and with the dual enrollment. These will be targeted areas.

- Capital projects: College of Health Professions and Wellness have now moved to South Campus at the old hospital. It is now a great learning environment. Stated that all should visit as it is a very well done facility. The official ribbon cutting is October 17 at 2pm. Senators invited to attend.
- The College of Education has also opened at the former Kittystone school building. It looks great and the second floor is still being worked on, but they did begin classes. The Robotics program through the College of Business and Industry is also housed there. There is a student that is helping with logistics in automating a function for a business.
- The Foundation owns the 500 bed North Village, the dining facility off Trustee Circle, and the football complex which are being built. These are being financed by the Foundation and will be leased by JSU. They are also working on the ROC and installing fiber. The 45000 square foot facility and 1000 seat concert hall is in the works. These are being financed through campaigns.
- Wallace was approved to come down. Dr. Killingsworth stated that we have appealed as many times as we can. FEMA has indicated that it was damaged by an earthquake, not the tornado. Due to high costs the building will come down and be covered with grass to be looked at later for future projects
- FEMA has approved a storm shelter by Bennett Field for the band and for any housing over in that area. The design is being finalized and FEMA has allotted \$5 million for the construction. FEMA also approved for Angle Hall to remove and replace all windows. There are restrictions that have to be followed by the Historical Society.

- In all there are 9 projects and the only one that JSU is paying for is the ROC, which is campaign-funded.
- JSU hosted the first in-person ACHE meeting at a university site since the pandemic this past weekend. Troy University moved up with their doctoral programs. This will open the door for JSU to do so as we have many doctoral level programs in the works.
- SACSCOC: We have submitted the report which will be reviewed in October-November by the off-site group. They will be here in March for the on-site visit. Drs. Shelton and Stone have been instrumental in creating these reports. These reports are peer-reviewed which allows the time for them to see what we are doing, offer suggestions, hold us accountable, etc. Noted that the hard part has done and wanted to thank Dr. Shelton for her endless work.

It was noted by President Overton that the format of asking questions prior to meeting seemed to work well and we will continue to do this. Dr. Killingsworth also noted if something comes up in the interim, to feel free to ask that as well.

b. Provost-Dr. Shelton

- Noted that previously when Dr. Joe Delap was Vice-Provost he was the point of contact for Faculty Senate. Dr. Stone is assuming that role now. So if there is something pressing or discussed then Dr. Stone would be the original point of contact. The Provost would still be more than happy to address these, but Dr. Stone will be the main point of contact.
- Dr. Shelton also noted that everyone assisted with the SACS-COC and it was the most difficult thing to do.
- Dr. Shelton noted that Drs. Dempsey have worked very hard on the Academic Calendar. Dr. Heidi Dempsey will review the information regarding the calendar at another time in the meeting.

- c. Dr. Killingsworth asked Dr. Harmon to introduce herself to the Senate as although she has been here for 1.5 years, she has been extremely busy. She noted that she is very glad to be here and noted her history in academia as well as the things JSU has accomplished in the last 18 months. Dr. Harmon encouraged faculty to contact her if needed. She has a history of serving as and working with faculty senate.

Dr. Killingsworth began the question/answer session of questions which were sent to administration prior to the Senate meeting. (Please see attached Appendix A)

- Additional discussion/questions asked during meeting:
 - Do athletics also go through the budget committee like academic departments? Drs. Killingsworth and Harmon noted they do, however, if playoffs were not included (or another like expense) then these expenses will have to be given, but it will then be recovered at a later time in the fiscal year.
 - Are athletic expenditures ever denied? Dr. Killingsworth noted that yes expenditures must be justified whether they be athletic or academic.
 - Faculty Senate had previously asked for a Cost of Living Adjustment (COLA) of 10%. It was noted that this would cost \$11 million to do this across the faculty. Administration decided what could be done was 4% for those making under \$45,000 and 3% for those making over \$45,000 and this was approved by the BOT. Dr. Dempsey noted that we were not trying to bankrupt JSU but one year of COLA was 6% and we only received 3%. Dr. Harmon (CFO) noted that we are trying to be fiscally responsible in other places so that we can offer more to faculty in the future. Dr. Shelton noted that Dr. Stone is creating a faculty salary committee which will have a representative from every college.
 - There was a request for faculty discounts or free memberships for gym, sporting event tickets, etc. It was noted that JSU does not own the new REC center. Dr. Shelton noted that when JSU owns the REC center then perhaps we could revisit as

a faculty benefit. However, even now it can be taken out of paycheck and has a significant discount if purchase membership a year at a time.

- o Dr. Overton thanked Dr. Killingsworth for the name badges, jackets, and Faculty Senate "Welcome Back" reception which Dr. and Mrs. Killingsworth hosted. Dr. Killingsworth noted that these were made possible via a donor. He also stated that he wants a team approach and transparency and has invited the Faculty Senate President to future cabinet meetings. This will allow more communication.
- d. Dr. Harmon -Senior Vice-President and Dr. Shelton, Provost, addressed questions that had been submitted regarding accessibility issues that need to be addressed (see Appendix B). Dr. Creech noted that the elevator in McGee was functional on Wednesday. Dr. Heidi Dempsey asked about Ayers, noting that the a student had issues because one elevator was not working and it is the only one which has access to the basement. Dr. Harmon noted that she will look into that one as well. Dr. Creech added that if Dr. Dempsey will send him the student information he will also follow up to see how can assist.

Dr. Shelton and Dr. Harmon addressed the issues that have been raised regarding students in overflow housing without reliable transportation (see Appendix B). It was noted that several of the JSU Rides drivers are out with COVID, but they are actively looking to hire additional CDL licensed drivers. Another issue that was brought up was students being "stranded" at Wal-Mart. Drs. Shelton and Harmon noted that the JSU Rides service is a time-limited service and if students are going to Wal-Mart late and staying after hours there are no additional ride services at this time.

Drs. Shelton and Harmon discussed tuition assistance, benefits, and requests (see Appendix B). Additionally, Dr. Killingsworth noted that there had been questions as to why employees were not allowed tuition assistance for particular programs. He noted that with the doctoral programs we have to limit the number because some programs have small cohorts and if the cohort is 10, all 10 cannot be employees.

Also, there were some employees that were taking 12-16 hours and not completing their jobs, therefore limits were set on hours. Dr. Dempsey noted that the issue was that these were implemented without Faculty Senate input, such as the stipulation that you have to work for 2 years after receive tuition assistance. Administration noted that this was more for staff and not for faculty.

Dr. Harmon noted the changes were talked about in the budget meeting. Feedback was that we were revoking tuition assistance and Dr. Shelton addressed this as erroneous. Dr. Tray Ridle stated that some of the communication could be better. Dr. Harmon responded that the budget committee is being revamped and there will be a repository for budget minutes, timelines, items, etc., It was also noted that the Faculty Senate President is now invited (since July) and this will allow better communication with the Faculty Senate. Dr. Ridlen noted that the issue was that the policy revisions were not sent to the Faculty Senate for a vote. Mark Sciuchetti requested that these types of items be submitted as reports and not just discussions. President Overton agreed.

e. Director of Disability Services- Dr. Sean Creech

Wants to answer the questions to the best of his ability and being transparent. Dr. Creech shared that faculty could report through Disabilities Services or you can also do a work order through facilities and they would follow up on this. Dr Creech noted that there were often reports that come in regarding the accessibility doors. He noted that there is a switch at the top of the door and should be in the middle of the door, neither on or off. But if you still need help, please call Disability Services. Dr. Creech noted that his department is currently working to map all accessible services and facilities across campus. Karlie Johnson asked if they were also mapping the campus for gender neutral bathrooms. She noted that there are several who have noted that there is no map

available to show where the gender neutral restrooms are across campus. Dr. Creech noted that this was not under his department.

Dr. Creech noted that there have been questions regarding the software and testing services for this semester.

Students typically receive 1.5 time for testing. There are some who have double time, however, this is mostly for students who are blind and need the additional time for his equipment. Dr. Ridlen noted that if your class is for 1.5 hours, then you can offer the test for the first hour and this will allow the "half" time that follows for those that need accommodations. Dr. Creech also noted that there are opportunities on CANVAS using Honorlock that will give the appropriate time as well as give time back to the faculty for instruction time if wanted.

Questions regarding how to provide a distraction-free zone. Dr. Creech gave an example of Social Work who would provide extra computers, this could be done in the administrative assistant office with a sign on the door to keep the area distraction free.

H. Dempsey noted that the issue is it that we are now responsible for testing not for them to be able to go to the Testing Center. Dr. Creech noted that if the student needs extra time or distraction free testing then they should do this in the departments. Dr. Creech also noted that if there are students who need assistive technology, devices or equipment then they will definitely be appropriate to taking exams in the Testing Center. Dr. King noted that the staff try to take a day each to monitor, but it is not required, but this could compromise the integrity of the exam. Dr. King noted that he thought that the faculty were already thinking about inclusion as they are noting accessibility issues. So the challenge he has for faculty is how to teach and assess students in an inclusive way and it does not have to be done the same way it has always been. If the student gets upset because they cannot come to Testing Center then it can be done in emergencies. Dr. Creech noted that they know how to work with our students, best practices and it is everyone's responsibility to accommodate and we can work together to work with this.

Dr. Patrick McGrail asked how we should suggest to students to contact Disability Services whom we think have a disability and needs accommodations. Dr. Creech stated that you could email him or there is a Navigate option. Karlie Johnson asked if students are trying to work in the library and there are issues what are the options. Dr. Creech noted that students may be sent upstairs or do Navigate request for them as well. There was also a request made for the AIM to be added to the MYJAXSTATE portal. This has been made.

Dr. Creech noted that there have been some questions regarding the new AIM form, especially the attendance policy. Dr. Creech noted that this could vary by course due to nature of the course, accreditation policies, etc. That is why all of the information is requested. Dr. Ridlen noted that many of the questions are replicated from the syllabus. Dr. Creech noted that not all things that should be in the syllabus are always there. The information that is being requested is for assisting the disability services staff can help students to be able to understand the requirements. Dr. Ridlen also noted that there is question regarding the format of the form that could be compiled differently online to make it easier to complete the forms.

Dr. Overton noted that he is sorry that we have run over. Noted that perhaps in future he should request answers and make those available as well to help with time.

2. Committee Reports

3. Old Business:

- a. Calendar: Dr. Heidi Dempsey asked if there is any feedback as written or should we discuss and recommend changes. It should be what we approved in the Spring term. There is only one program which might have difficulty and this is a 7 week term that would be in Business.

- Dr. Mark Sciuchetti made motion that we support this calendar and it was seconded by Dr. Lance Ingwersen. (see attached Resolution #2324-01a)

b. Tenure and Promotion

Dr. Marck Sciuchetti made a motion to approve the Faculty Handbook and Tenure and Promotion Resolution. Dr. Heidi Dempsey had a motion to make an amendment.

Dr. Patrick McGrail led discussion stating he, as well as others are new to the Senat and Dr. Sciuchetti gave examples and state that the intent is for equity across departments. Dr. Heidi Dempsey noted that the overall policy implementation will require all department heads to work with tenure and promotion track faculty. Further discussion noted that there are some departments on campus that do not have guidelines for tenure and promotion. The intent for this policy is to ensure that this is rectified.

Dr. Jenna Ridlen motioned that we accept the motion with amendments Seconded by Dr. Mark Sciuchetti.

All in favor—so moved

Original mark moved for resolution with amendment (see Resolution #2324—01 attached)

c. Dr. Overton noted that the SGA has requested that someone from Faculty Senate be at each meeting. SGA President noted that the meetings are at 6pm on Mondays.

4. New Business

a) Dr. Jenna Ridlen noted that we don't need speakers. Karlie Johnson made amotion that we don't have outside speakers and this was seconded by Dr. Sciuchetti. Dr. Overton asked the prior Faculty Senate Presidents if this was normal. Dr. Jeff Dodd noted that in the past speakers only came to Senate meetings if there were specific questions that they were requested to address. Karlie Johnson made a motion that the next session is for committee and internal work only. Motion was carried with a second by Dr. Ridlen and approval by all senators.

b) Dr. Overton noted that every session we would try to have a "praise and bitch" for each time. Dr. Jenna Ridlen noted that the main issue is communication because the issue with the tuition assistance was not the content, but the way it was communicated. For example, it was sent out two weeks prior to school beginning in an email with a link. Dr. Overton noted that Dr. Dempsey will be going to the Cabinet Meetings and he has been going to these meetings, he will put these on CANVAS. This will help.

Praise: Dr. Norvell stated that she was very appreciative of all that was put on CANVAS.

- c) Departmental Concerns: None noted at this time
- d) Committee Formation and Roundtable Discussion

Committee Formation:

Dr. Sciuchetti moved that we go on to committee formation. Karlie Johnson seconded. Dr. Jenna Ridlen asked who is not on a committee. It was noted that all should be in new committees. Dr. Sciuchetti noted that the only committee that has a structure is the awards committee which needs to have someone from each college. After some discussion it was decided that Dr. Wickersham will create a FORMS to request each Senator to choose his or her top 3 choices.

- e) The meeting was adjourned at 5:15 pm with a motion by Dr. Jenna Ridlen and a second by Dr. Mark Sciuchetti

Respectfully Submitted by:

 9/20/23

Dr. Kimber Wickersham, LICSW-S/MPH/PIP
JSU Faculty Senate Secretary

Appendix A

QUESTION:

In our department meeting, we discussed how employees are mostly learning about athletic costs, salaries, raises, potential benefits, etc through local media and not from the administration. Can you present the data directly to us please? How much is the new football program going to cost annually—including insurance costs, new coaching staff, new/more scholarships, etc? Where is that money coming from? How is this going to change our women's programs in order to comply with title IX and how much will that cost? What is the estimated return of investment and how is that number calculated? Who are the people involved in making these decisions and how is our athletics program being evaluated on an annual basis?

RESPONSE:

The increase in operating FBS football from the FCS level is projected to cost an additional \$2 million than what we have been spending in football at the FCS level, with increases in coaching salaries, operating expenses and scholarships.

However, football is the driving force in revenue and the move to FBS will see an increase of \$3 million in revenue from the NCAA and Conference USA. These increases include a new media rights agreement, FBS College Football Playoff payout (\$1 million to each FBS school), additional grant-in-aid distribution from the NCAA for the increase in scholarships. With the expansion of the CFP to 12 teams, there will be a new TV contract so that revenue will increase.

There will also be an increase in football game guarantees as a FBS member, for comparison, JSU received \$400,000 from Florida State in 2021, but will receive \$1.3 million from South Carolina this fall, and \$750,000 from San Jose next September, so there will be more than \$2 million in game guarantees generated during FY24 from game guarantees. Additionally, there are more home games, so there will be an increase in ticket revenue and with the new suites opening, additional premium revenue, as well.

With the new CUSA media rights agreement, Jax State will play six nationally televised games (4 on ESPNU and 2 on CBS Sports). We will play college football during midweek for the month of October and we will have a national broadcast on linear ESPN or CBS Sports, and the value of a 3 1/2 hour commercial for Jacksonville State is hard to put a dollar value on. However, our earned media value for our one game vs Florida State was more than \$30 million for the 30 days after the win. So we can expect anywhere from \$75-\$100 million in earned media during the season due to this new media rights agreement. This will benefit the entire University and academic units as many watching the games are potential students who may attend Jacksonville State.

Women's bowling became an NCAA-sponsored sport for the 2003-04 academic year, with the first NCAA Championship taking place in April 2004. There are currently 100 NCAA women's bowling programs participating in the 2022-23 academic year. The Athletic Department did their annual Title IX evaluation in 2020, and one of the recommendations was to look at adding Bowling to enhance our gender equity plan. The team will utilize the bowling lanes at Big Time Entertainment in Oxford, so there are no additional facilities required to add bowling to JSU.

Bowling's popularity is on the rise, specifically with the younger crowd. According to the most recent report from the National Federation of State High School Associations,

girls bowling is sponsored by high schools in 28 states and over 28,000 students were participants on 2,925 teams across the country. Women's bowling was listed among the initial NCAA Emerging Sports for Women in 1994 and attained NCAA Championship status in 2004.

There are currently 219 schools within the Alabama High School Athletic Association who sponsor bowling and the AHSAA offers State Championships for 1A-5A and 6A-7A.

The projected costs to add bowling is around \$200,000, which includes salary for one staff member, operating expenses and scholarship costs. The NCAA will provide more than \$50,000 per year to support the addition of bowling as new sport.

Additionally, due to the success of basketball in Conference USA (2023 FAU Final 4 trip) the school is set to receive an additional \$1 million that has been designed to enhance men's and women's basketball over the next six years.

The Board of Trustees made the decision to move to Conference USA and FBS, and athletics is evaluated on a daily basis by the President, Board of Trustees and general public.

I hope this is the information is helpful in answering your questions.

President Killingsworth, here's our increase to move to Conference USA from the ASUN is broke down the following:

Salaries: \$600,000

Operating: \$500,000

Scholarships: \$463,980

Additional NCAA and Conference Distribution: \$2.5-\$2.7 million

Adding bowling:

Salary: \$55,000

Operating: \$50,000

Scholarships: \$105,450

Additional NCAA revenue from bowling: \$50,123

· As an idea to boost morale regarding the athletics program—please consider giving employees free gym membership/access and free or discounted tickets to athletics events.

Athletics currently offers all of our faculty/staff a 50 percent discount on basketball season tickets, a 33 percent discounts for baseball and a 20 percent discount on ^{Faculty & Staff} season tickets for non-premium seating. Additionally, there are some Faculty & Staff appreciation days where free tickets are offered for home athletic events.

Appendix B

Faculty Senate Meeting

9/11/2023

Accessibility Issues that Need Addressed

- **Elevator in McGee is broken, no fix date, we need this elevator so students can access 2nd floor labs per ADA guidelines**

TKE has been addressing floor leveling issues with the McGee Hall elevator since late summer. It was explained to the building manager it was still in service, but the cab would not 100% level properly with each floor. At times, the elevator was taken out of service as the technicians were trouble shooting. The elevator has been fixed and we anticipate no more issues as result of this problem.

- **The double doors to Martin and McGee need reliable open assist buttons (currently and recurrently broken)**

The automatic door at Martin Hall in the breezeway between Martin & McGee Halls are not broken. When UPD security opens and locks the exterior doors, this automatic door should be cut on and off also. Simple fix, UPD will make sure the operation of the automatic door will be in working order during the hours operation of the facility as requested by the Building Manager.

- **Students who are in overflow housing (specifically Hampton Inn) do not have reliable JSU Ride access to campus, what is the process for reporting/resolving JSU Ride issues?**

Per the Office of Housing Operations & Residence Life, students assigned to the Hampton Inn or Long Leaf Lodge are notified that they must have their own transportation and JSURide is not available. This was the same language used in prior years. An example of the email sent to students is attached with the highlighted information. Also, issues related to JSURide may be reported via email at jsuabs@jsu.edu, jsuride@jsu.edu, or transportation@jsu.edu.

- **Tuition Assistance:** Significant changes were made to Tuition Assistance over the summer. These changes were communicated through a Finance and Administration Updates email on 7.27.23. These changes came after Faculty Senate's April 2023 Resolution On Retaining the Tuition Assistance Policy was presented to administration. My department has several individual concerns about the policy changes and how they affect employees and their dependents in our department/college, but more than that, lots of questions about what shared governance, transparency, and timing went into this decision. It would be helpful if more context could be provided.

- JSU has worked extremely hard to streamline, enhance, add, and right-size JSU's benefit offerings over the past year.
- The previous Tuition Assistance policy was fiscally unsustainable and not best practice. "Parameters" were warranted to ensure program sustainability. Various data points and other institutions policies were reviewed to inform decisions.
- Realizing the value of tuition assistance, the benefit continues to provide aid for employees, retirees, and their dependents.

- JSU has been in conversation with various stakeholders over the past year to review the Tuition Assistance Policy. These conversations are evident in the submission of a senate resolution. Why would a resolution be issued prior to a policy change? The March 14 email from Dr. Shelton encouraged tuition assistance questions from Senate/faculty. In response to the resolution, the tuition assistance benefit was NEVER revoked. In addition to Cabinet, potential changes were discussed in the Budget Committee. Also, Deans received the currently posted policy for review and feedback prior to publication and several meetings were held for discussion. To facilitate transparency and understanding, an FAQ was provided and an additional tailored mail message.

- Additionally, the tuition assistance revision is one element of JSU's financial stewardship realignment. Other aspects of the realignment include but are not limited to salary reviews.

- Additionally, JSU used the institution's "purchasing power" to offer several new or enhanced benefits during open enrollment in 2022. Also, the TIAA 403b was enhanced with new investment diversification options (i.e. Vanguard, iShares, index funds, etc.) and access to advisory services. Additional training opportunities and investment menus are scheduled for release in the coming months

Hello Laila,

According to our records, you have not yet received your housing assignment for fall 2023. We are working to assign you as quickly as possible and want to give you an update on the next steps over the coming days.

- We are still receiving cancellations and withdrawal notices and we are processing them as they are received.
- Students who do not claim their assignments by their move-in date will forfeit their assignments. These assignments will be reassigned beginning August 13 and through the first week of classes and beyond. We will contact you once you have been assigned to provide you with assignment details.

We added additional housing options that are currently available. Students may use financial aid or payment plans for any of the following options. These options will be assigned on a first come first served basis.

1. We have arranged for several units at Long Leaf Lodge, located at Fort McClellan, to be used for student housing for fall 2023-spring 2024. These double occupancy units are like hotel style accommodations, with two full-sized beds, small kitchenette, and private bathroom provided in each unit. These will be offered at \$2,275 per semester per student. Meal plans are not required for students living at Long Leaf Lodge. Students **MUST** provide their own transportation as JSURide will not be able to transport students to and from Long Leaf Lodge.
2. We have availability in Salls Hall, a mixed gender hall, with double occupancy and community style bathrooms. Females are housed on the second floor and males are housed on the third floor. The cost is \$2040 per semester and meal plans are required. The cost of the meal plan is \$1947 per semester.
3. We have secured temporary housing at the Hampton Inn. Students will be billed \$2,040 each for the fall semester for a double occupancy room and will be relocated to permanent assignments once space becomes available. Meal plans will not be required for those staying at the Hampton Inn. Students **MUST** provide their own transportation as JSURide will not be able to transport students to and from the Hampton Inn.

You **MUST** indicate your preferences on this form, <https://forms.office.com/r/707hApQgU1>.

Failure to respond to this form will result in the cancellation of your application on August 10.

Once you have been assigned you will receive an email to your JSU email address, and you will see your assignment on THD Self Service. You will not be able to move in until you receive an assignment; we will provide you with move-in instructions once assigned. Once assigned, the charges will be applied to your account immediately. Please be aware as payment due date is August 23, 2023.

If you are no longer planning to reside in JSU housing and/or no longer plan to attend JSU, you must submit a cancellation by August 1. The cancellation notice must be submitted online at <https://forms.office.com/r/zWa4Uv2jKE>.

Please be advised that we are experiencing high call volumes. If you are unable to reach us via phone, please send us a detailed email to jsuhousing@jsu.edu and we will contact you within 1-2 business days.

We appreciate your patience and understanding as we continue serve our growing student population. Please let us know if you have any questions.

JSU FACULTY SENATE 2023-2024
Resolution #2324-01a

Academic Calendars Resolution

Rationale for Academic Calendars

Fall:

- Faculty return date at least 2 weeks after end of Summer II.
- Classes consistently begin on Wednesday (request from Nursing).
- Fall break Thursday/Friday at midterm after end of Fall A; allows faculty time to prepare and enter midterm grades for all students.
- At least 2 class days after Thanksgiving (Faculty Senate request)
- Finals consistently run from Wednesday to Tuesday.
- Faculty have 3 full business days to grade final exams before grades are due.
- Fall term ends with at least one business week after grades are due and before Christmas holidays (Registrar request).

Spring:

- Faculty return on a Monday no earlier than Jan. 4.
- Classes consistently begin on Wednesday.
- Winter break Thursday/Friday at midterm after end of Fall A; allows faculty time to prepare midterm grades for all students.
- Spring Break midway between Winter Break and Final Exams.
- Finals consistently run from Wednesday to Tuesday
- Faculty have 3 full business days to grade final exams before grades are due.
- Spring term ends with at least one business week after grades are due and before summer terms begin.

Summer:

- **Summer I** begins on Monday (at least one week after Spring commencement) and consistently has 22 instructional days (Mon.-Thurs.), inclusive of the final exam.
- Faculty have at least one full business day to grade final exams before grades are due.
- **June 4** begins on earliest instructional day (Mon.-Thurs.) in June and consistently has 16 instructional days, inclusive of the final exam.
- Note that the final exam could be on a Thursday or the following Monday, depending on how the Juneteenth holiday falls.
- Faculty have at least one **full** business day to grade final exams before grades are due.
- **Summer II** begins on Monday after the end of Summer I and consistently has 22 instructional days (Mon.-Thurs.), inclusive of the final exam.
- Note that the final exam could be on a Tuesday or Wednesday, depending on how the Independence Day holiday falls.
- **Important note:** If the administration is planning to grant an additional holiday adjacent to Independence Day (e.g., as has happened on occasion when July 4 fell on

a Tuesday and July 3 was also granted as a holiday), then the decision should be made before the Academic Calendar is published, and Summer II should be adjusted to consistently have 22 instructional days.

- Faculty have at least one full business day to grade final exams before grades are due.

For the administration to consider: Faculty contracts should be written to end two business days after grades are due, so faculty expect to be available to answer questions about student grades, grade appeals, etc. Additionally, some departments have mandatory meetings to assess student progress in programs after grades are posted which should be set while faculty are still under contract.

Resolved, that the JSU Faculty Senate submit the following academic Calendars for adoption by the University.

2024-2025 JSU Calendar v2.xlsx (for reference)

2025-2026 JSU Calendar v 1.xlsx (first one we need to approve, but they all follow this same pattern)

2026-2027 JSU Calendar v 1.xlsx

2027-2028 JSU Calendar v 1.xlsx

2028-2029 JSU Calendar v 1.xlsx

2029-2030 JSU Calendar v 1.xlsx

2030-2031 JSU Calendar v 1.xlsx

Passed by the Senate on 11 September 2023

JSU FACULTY SENATE 2023-2024

Resolution #2324-01

Faculty Handbook and Tenure and Promotion Resolution

1. **Background to Motion:** It is assumed that all faculty hired at Jacksonville State University (JSU) will be given the opportunity to develop their professional skills as teachers and researchers and that they will join in collegial service to the institution. These faculty should be fairly and objectively evaluated for tenure and promotion at appropriate times. In the past five years, JSU has experienced quite a lot of change in the Office of the Provost and the structure of Colleges and Deans. With this growth and each new development have come differing ideas about faculty recruitment, retention, and tenure and promotion standards. The Senate began to receive reports from faculty of the lack of objective, measurable criteria for annual performance evaluations, tenure, and promotion decision-making in some departments.

In an effort to facilitate greater clarity about these issues for the faculty, the JSU Faculty Senate needs to examine departmental tenure and promotion policies, evaluate these policies for objectivity, equality, and fairness, and, more specifically, clarify departmental guidelines for teaching, authorship on scholarly/creative endeavors, and objectively measurable collegiality.

It was determined that annual performance evaluations at JSU are heavily linked to decisions regarding tenure and promotion, but there seemed to be a significant “disconnect” between these two processes. For example, some annual evaluations do not differentiate between what “exceeds expectations” vs. “meets expectations vs. “does not meet expectations.” In addition, some annual evaluations do not reflect the criteria for tenure and promotion, so tenure-track faculty are unaware of specific tenure and promotion requirements or the status of their work toward successful achievement of tenure and promotion. Some tenure-track faculty do not receive any written evaluation reflecting their progress toward a successful tenure and promotion process.

Here is what the American Association of University Professors (AAUP) has to say about these matters:

- decisions regarding faculty performance are primarily a faculty responsibility because it is scholars in each field that have the “...chief competence for judging the work of their colleagues....” (p. 121).
- decisions regarding tenure should be made by an appropriate faculty group using procedures approved by the faculty (p. 95, 97)
- a wide “latitude of academic freedom...and standards of fairness” should be observed when an institution is making decisions regarding tenure (p. 95).
- deliberation on faculty tenure and promotion must avoid judgments based on “arbitrary or...inadequate consideration” (p. 94).
- “Good practice requires that the institution (department, college or university) define its criteria for reappointment and tenure and its procedures for reaching decisions on

those matters” (p. 94).

- it is important to inform faculty members of instances that could affect a negative decision regarding tenure so that they have the opportunity to correct such deficiencies (p.95) and;
- Finally, that following the guidelines discussed above “contributes to the achievement of harmonious faculty relationships and the development of well-qualified faculties” (p. 98).
- *Statement on Government of Colleges and Universities*. AAUP. (2022, January 25). <https://www.aaup.org/report/statement-government-colleges-and-universities>

2. **Motion:** Whereas retention of productive and scholarly faculty is tantamount to promoting excellence in teaching and effective learning

Whereas Jacksonville State University (JSU) recognizes the importance of facilitating a culture of productivity through significant contributions to scientific knowledge, public policy, economic opportunity, and artistic expression

And Whereas the faculty expects the university to adhere to AAUP best practices with regard to faculty retention, tenure, and promotion, be it

Resolved, that JSU should mandate that department heads work with tenured faculty to develop written procedures and implement procedures across colleges and departments to:

1. ensure all departments have annual evaluations for tenure track and promotion-eligible faculty that reflect the same criteria by which they are evaluated for tenure and promotion;
2. ensure criteria for annual evaluations reflect criteria for tenure and promotion for relevant faculty;
3. ensure criteria for performance evaluation, 3rd-year review for tenure track faculty, and tenure and promotion are specific, measurable, objective, and fair given resources available for faculty;
4. ensure faculty are aware of and provided in writing evaluation and T&P criteria early in their appointment;
5. ensure a workable plan is in place for mentoring of new and junior faculty;
6. make available to the greatest extent possible resources for faculty to achieve T&P goals;
7. establish promotion and tenure committees at both the departmental and college levels;
8. adopt and enforce standards for determining authorship on scholarly works (publications, creative art productions, presentations); and
9. ensure periodic evaluation of T&P procedures, mentoring processes, and implementation of standards for co-authorship of scholarly works.

Passed by the Senate on 11 September 2023

	FY10	FY11	FY12	FY13	FY14	FY15	
Instruction	2,942,954.86	2,891,921.08	2,909,467.14	3,211,811.74	3,106,666.44	2,772,628.38	
Research	53,685.72	51,615.75	47,065.39	47,354.71	48,308.54	45,096.00	
Public Service	2,201,088.79	1,449,192.83	643,916.13	1,167,255.39	697,778.43	541,065.27	
Academic Support	1,197,249.00	1,194,887.29	1,543,138.95	1,540,300.67	1,505,251.26	1,582,372.64	
Student Services (net of Athletics)	1,747,056.30	1,460,450.28	1,665,365.40	1,990,143.45	2,455,030.32	2,297,901.25	
Operation and Maintenance	3,402,485.18	3,600,100.99	3,622,146.59	3,523,958.59	3,861,525.43	3,915,315.44	
Institutional Support	3,316,772.26	3,514,586.53	3,725,783.79	4,185,135.05	3,980,500.91	3,746,251.21	
Athletics	2,164,974.07	2,626,334.13	2,808,373.49	2,860,141.31	3,434,359.52	2,884,994.91	
	17,026,266.18	16,789,088.88	16,965,256.88	18,526,100.91	19,089,420.85	17,785,625.10	
	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Instruction	3,211,035.84	3,136,133.16	3,325,295.71	3,867,124.32	3,248,349.70	2,510,932.20	3,101,102.91
Research	52,010.68	210,398.41	49,680.48	31,954.16	(72,260.79)	28,136.33	25,079.31
Public Service	655,620.03	579,613.07	920,722.60	624,365.05	497,736.79	382,070.67	641,960.41
Academic Support	1,572,224.33	1,814,301.76	2,387,942.98	2,518,732.58	1,854,603.39	1,654,222.12	1,665,025.11
Student Services (net of Athletics)	2,248,545.40	2,268,575.34	3,373,689.83	5,556,293.32	5,297,985.39	5,738,411.43	5,984,981.48
Operation and Maintenance	3,671,455.10	3,179,913.78	3,749,581.15	3,980,769.01	3,275,930.94	3,641,636.13	4,416,372.88
Institutional Support	5,192,726.45	6,312,215.10	7,891,206.78	10,089,623.45	8,709,031.03	8,336,154.67	10,087,012.05
Athletics	4,720,406.72	4,396,428.08	4,860,626.74	5,077,729.20	3,397,082.68	3,644,581.85	5,710,528.91
	21,324,024.55	21,897,578.70	26,558,746.27	31,746,591.09	26,208,459.13	25,936,145.40	31,632,063.06

Division	2010		2013		2016	
	# Employees	Salary	# Employees	Salary	# Employees	Salary
Academic Affairs	657	\$28,278,664	677	\$29,305,086	671	\$30,328,604
Advancement & Enrollment Mgt.	52	\$1,861,759	52	\$2,251,354	52	\$2,512,461
Athletics	61	\$2,731,337	64	\$3,127,238	64	\$3,144,530
Finance & Administration	186	\$5,470,208	179	\$5,438,687	187	\$5,780,997
Information Technology	33	\$1,602,351	33	\$1,734,207	32	\$1,804,787
Off-Site/Research Centers	33	\$1,008,912	30	\$985,241	30	\$1,215,170
President	6	\$479,919	8	\$655,961	8	\$794,742
Student Affairs	60	\$1,877,794	61	\$1,911,990	63	\$1,850,764
Grand Total	1,088	\$43,310,944	1,104	\$45,409,763	1,107	\$47,432,054

Division	2019		2022	
	# Employees	Salary	# Employees	Salary
Academic Affairs	703	\$34,104,816	763	\$38,066,864
Advancement & Enrollment Mgt.	64	\$3,044,871	72	\$3,765,866
Athletics	72	\$3,977,461	73	\$5,173,337
Finance & Administration	202	\$6,550,267	192	\$6,570,515
Information Technology	34	\$2,007,325	35	\$2,311,048
Off-Site/Research Centers	40	\$1,821,365	41	\$1,838,193
President	9	\$911,410	11	\$1,065,010
Student Affairs	63	\$2,498,184	66	\$3,195,258
Grand Total	1,187	\$54,915,700	1,253	\$61,986,091

Message from Dr. Overton (October 3rd): Faculty Senate 2023/2024

From Faculty Senate 2023/2024 <notifications@instructure.com>

Date Tue 10/3/2023 10:32 AM

To Heidi Dempsey <hdempsey@jsu.edu>

Good morning, Senators,

I hope your week is off to a great start as we approach mid-term. The following is a communication from Provost Shelton to our Dean's regarding Resolution #2324-01 (Faculty Handbook and Tenure and Promotion Resolution). The Resolution can be found in this Canvas Shell. Excellent progress! You may reply as you deem necessary.

Thanks again for all that you do for our JSU!

Dr. O

From: Christie Shelton

Sent: Friday, September 29, 2023 6:33 AM

To: Kimberly Gaiters-White <ksgwhite@jsu.edu>; Brent Cunningham <brentc@jsu.edu>; Tim Lindblom <tlindblom@jsu.edu>; Tracey Matthews <tdmatthews@jsu.edu>; John-Bauer Graham <jgraham@jsu.edu>; Mary Newton <mnewton@jsu.edu>

Cc: Staci Stone <slstone@jsu.edu>; Amanda Cash <acash@jsu.edu>

Subject: FW: Resolution from Faculty Senate

Importance: High

All,

This is a follow up to our focused discussion regarding the Faculty Senate Resolution (attached). As we discussed, this is a directive from my office for this academic year in terms of priorities. We discussed how you all would engage department heads in this discussion and develop a plan for faculty to review and provide feedback on existing promotion and tenure guidelines OR establish promotion and tenure guidelines if none exist. This is specific to departments and/or disciplines.

Further, this directive is to develop a plan to evaluate the Faculty Annual Review process within your areas to determine if it aligns with the promotion and tenure process, if clear metrics are available for those who meet or exceed expectations (depending on your process), and to ensure that this information is provided in writing at time of appointment to tenure-track.

Finally, I directed the group to create a departmental policy associated with this to provide a cadence for reviewing the FAR policy along with the promotion and tenure policies.

Please feel free to use the bullet points on page 2 of the resolution to identify your goals and, subsequently, achieve the goals.

As a reminder, there is a work group led by Dr. Stone evaluating how to address advisement within the portfolio now that advisement is centralized with professional staff. Faculty are involved in this group, and a new definition of mentoring will be placed in the revised faculty handbook after review by Senate and Deans' Council.

I appreciate your attention to this very important matter and will request periodic updates at Deans' Council once every other month. **Amanda**, please add the topic of "Response to Faculty Senate Resolution" to the late October agenda.

Christie Shelton, PhD, RN

Provost and Sr. Vice President

Division of Academic Affairs

Jacksonville State University

P. 256.782.5540

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Jacksonville State University
Faculty Senate Meeting
October 16, 2023

In attendance: J. Godbey, T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, B. Norvell, A. Balilaj, R. Ahmed, K. Walker E. Hardy, B. Hankins, L. Ingwerson, C. Clark, C. Kirk, K. Johnson, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, S. Mikel, S. Cofield, H. Dempsey, K Wickersham, R. Overton, and M. Meacham.

Reggie welcomed all to the meeting. Completed an introduction of the executive committee. Stated that we are using CANVAS. All is very pertinent and is appreciative when people respond to the announcements. Noted that there is a better way to send resolutions. President Overton also apologized for the confusion of moving due to the BOT.

Minutes were approved by J. Ridlen and seconded by K. Kirk. J. Ridlen asked when do we share the minutes of the meeting. C. Clark stated that we had faculty senate on Monday. At the department meeting on Wednesday, they shared the information that they had. After the minutes were distributed last week, Chris sent the minutes to the group and requested that they send him any questions or concerns. Heidi asked if we are able to send out minutes when they are shared prior to being voted on. No, we are not. We can share notes taken at the meeting, but they are not published until after approved by the Senators.

Reports:

President: Met as an executive committee on Monday, October 9, 2023. Dr. Dempsey noted that these are on the University committees and JSU administration, not the Faculty Senate administration. President Overton stated that he is on 27 committees and meets with the Provost 3 times a week, as well as meets with the President 4-5 times per week. Discussed the importance of transparency and committees on which he serves that are community-based, not just university-based. These might include traffic and roads. Dr. Overton stated that he would distribute minutes as needed, but many of the committee meeting are not prudent for us each visit. However, meetings with the auditor are significant and he will send out those documents each time. Dr. Overton noted he looks at items from one perspective and Dr. Dempsey does another way, likes details, and is able to summarize.

Dr. McGrail asked about a road closure by College of Education. There are signs, but road seems fine. Dr. Overton noted that he will ask about this and he thinks it is due to skateboarders.

President-Elect:

Dr. Dempsey noted that the calendar has been approved for 7 years. Please see Appendix A for the items discussed by Dr. Dempsey. Noted that this summer the Graduate School had some items needed, so there is an "extra" week, but can continue to teach as a 12 week course.

Also, discussed the Faculty Survey. The Provost has decided to send it out in January. Wanted us to feel like there was progress and if there are things that require budget then we are in a better position to understand the issues, and the demands for the fiscal year. Dr. Dempsey wants to ensure that it is not just a "complaint" issues, but what things can we make progress on. Noted that the faculty are most

interested in faculty salaries. Having this in January will allow the committee to obtain information regarding salaries and benefits prior to measuring faculty.

6c: President Overton skipped twice on the Faculty Salary Committee. Administration and faculty realize that there are issues, but the main one is that some departments have salaries that are higher than others. When they give across the board raises of 3% occur go to everyone and there is still a gap. There is a request to obtain data on faculty summer differentials. It is not to get away from having these, but to obtain the data to know our facts. They are looking at sister institutions, national data, or just exactly which set of data would best be utilized to obtain the data for the Provost. It was questioned if there is a timeline. Dr. Overton noted that they hope to have all information into her hand by March. Then the CFO would have to review and it would have to be approved by the BOT. IF it were approved it would not take place until at least next fall. The other issue is that some want to work summers and get the summer differentials, some don't want to work. Another issue is adjuncts. Dr. Overton noted that he wants to make sure all are on same page. Dr. J. Ridlen asked why we are getting different data if we paid for a set of data last year. Dr. Overton noted that two years ago there was a salary adjustment. He questioned who made the decisions of who got what. It was answered that it was the Deans. We are trying to do this a different way this time. Dr. Dempsey rephrased what Dr. Ridlen was asking is why are we not using the data obtained with quartile in regionals. Dr. J. Ridlen noted that collectively faculty salary is the number 1 issue and we have a committee that is addressing it, but many of the committee are in administration and how are their results any different from the data we paid for a year ago which could lead to something being done this year. Karlie Johnson asked if the committee is taking minutes and if they are public. Dr. Overton stated that they do and they are. K. Johnson noted that this might alleviate the questions from faculty if we could share this with them.

President-Elect Dempsey: Continued with #3 Grades Project Update (Appendix 1).

It was questioned what would happen if you are arrested and not convicted. Dr. Dempsey noted that since the reporting period is 5 days, anything that is not minor, would need to be reported. Dr. Overton noted that this is not "big brother", but holding all accountable because of insurance. Dr. Dempsey noted that this coincides with the policy of completing the training for driving safety. It was confirmed that you only have to complete the form and the trainings once.

Dr. Overton noted that he has bombarded Faculty Senate with lots of policies. This is because SACS-COC requires that we update policies every 5 years, but some of ours are from 1980s. Therefore, lots of policies have been updated and Dr. Overton has been sending out as they are revised.

President-Elect Dempsey: 7. Continued with Scholar's Code Appeals (see Appendix 1)

11. Recruitment and Selection Policy: The only wording change was the relocation was taken out of it.

12. Relocation Policy: There has not been funding available consistently previously for faculty relocation. Non-tenure faculty will be in level 5 and Tenure-track faculty will be in level 4. This will be offered to people that are being interviewed. It is part of your salary, given ahead of time, and will have tax papers.

Unfinished reports:

- DSS and Testing Accommodations: There are students who want to take it in the testing center and some that don't and currently there are issues with taking it in the testing center. Dr. Wickersham noted that they are currently looking for someone to cover this position. Different faculty noted times when students choose not to use their accommodations.
- Tenure and Promotion Resolution Response by Dr. Shelton: Noted that the Deans have been given a directive to create guidelines with rubrics and metrics for tenure and promotion. Department Heads should work with tenured faculty to create these. Dr. Overton noted that Provost Shelton is very vested in this and now it is on the agenda for the Deans' meeting each time. Dr. Overton also stated that senators can also send him questions anonymously.
- New Business:
 - A. J. Ridlen proposed we accept the recommendation and it was seconded by Dr. Ingwerson.
 - Committees—divided into committees and elected chairs.
- Faculty Commons: Mica Meacham noted that Faculty Commons are available to help. Noted that we need judges for the Faculty Research Symposium.

Meeting was adjourned following committee meetings at 4:45pm.

Submitted by:



Dr. Kimber Wickersham
Faculty Senate Secretary

Appendix A

Report

Heidi L. Dempsey, Ph.D.

Faculty Senate President-Elect

October 16, 2023

1. **The Calendars** for 2024-2025 to 2030-2031 have been approved by the Academic Calendar Committee, Provost, and President. Thus, they have been officially adopted and Dr. Shelton sent them to all faculty. Revisions that were made in the Academic Calendar Committee from the last time the calendar was presented to the Senate include:
 - a. Changing the wording from “Faculty Return” to “Faculty Available” to reflect that this may be a virtual availability (via phone/email) not necessarily a physical availability (sitting in offices), although physical availability may be required by some programs/positions.
 - b. “Fall Break” was changed to “Advisement/Grading Days.” This reflects that classes will not meet in person on these days so that faculty can work on midterm grades. However, the university will remain open and staff will report to work as usual.
 - c. Midterm grades are still due at 11:59 pm on Sunday after the “Advisement/Grading Days,” but the calendar was modified such that midterm grades will be released to students at 10:00 am on Monday (to give the registrar time to run the grades Monday morning).
 - d. Fall A/Block 1 grades are due at noon on Friday of the “Advisement/Grading Days” because they have to be run on Friday as final grades to allow registration for Fall B/Block 2 which starts on Monday.
 - e. The money people are still debating whether to remove late fees for registering for Fall B classes on Monday (this was recommended by the Provost).
 - f. The Block schedules (for Academic Partnerships—MBA program) were adjusted to match Fall A and Fall B and Spring A and Spring B.
 - g. In Summer terms, we moved the start date for Summer I back from a Monday to a Thursday to better accommodate online classes (adds 4 online days) and the Block schedules. However, this means there is less than 1 week between graduation and the start of Summer terms.
 - h. Summer I end and Summer II start is affected a lot by Juneteeth holiday, so these dates move the most. There is at least 1 full business day to grade Summer I, Summer II, and June-4 classes now with grades due the following day.
 - i. The Full Summer term is now 1 week longer (13 weeks instead of 12) because of the need for the Block schedules to be longer (the Block terms can’t go past the Full Summer

- dates). However, the Provost said that faculty could continue to schedule 12 weeks of courses within that by taking more time around holidays or ending early if they wished.
- j. Because Full Summer is 1 week longer, Summer Commencement moved back 1 week. There is now less than 1 week between Summer Commencement and “Faculty Available” dates. The Provost is aware that these two weeks between the end of Summer II and return dates for Fall are when many faculty take vacations. She said she would be understanding if 9-month faculty choose to not attend Summer Commencement because of this and would encourage department heads or 12-month faculty to step in and attend these ceremonies to fill this gap. However, some 9-month faculty may want to attend because this is when most of their students graduate or because it is typically a shorter ceremony.
2. **Faculty Survey** – Dr. Shelton and I decided to postpone the Faculty Survey until January (with results presented at the March BOT meeting). We made this decision because:
 - a. There have been a bunch of surveys sent out and which are going to be coming out soon.
 - b. The administration is aware that faculty salaries are the number one concern of faculty and wanted the Faculty Salary Review Committee to be able to make some progress this year before they asked for feedback.
 - c. If there are priorities that we have which will require funding, then we want to be able to work this into next year’s budget when it is being created in the spring.
 3. **Grades Project Update** – this is in reference to the Project begun last year to allow faculty to export their grades from Canvas directly into Banner.
 - a. This functionality should be in place Summer 2024.
 - b. Your Canvas courses will have slightly different names but nothing major (semester first then title).
 - c. From my discussions with Shelena Cofield, there will be a special grade column that will be the column that gets copied into Banner. It will automatically populate this column with the grades in the “Total” column in Canvas. However, if you want to modify these grades (e.g., add in extra credit), you will be to adjust these grades in any way that you want. It will not recognize the “Override” column if you use that functionality in Canvas – you will have to manually enter the grades from the Override column into the new column.
 - d. The new column will be able use the university grading scheme rather than the default Canvas scheme (basically getting rid of the + and – grades that show up in Canvas now).
 - e. It should not affect merged courses or the additions of GAs to the courses.
 - f. If you do not use Canvas for grading or need to adjust grades outside of Canvas, you will still be able to enter and adjust grades in Banner the way we do now.
 4. **Solicitation Policy** – Greg Harley has made adjustments to this based on our feedback at the direction of Dr. Shelton.
 - a. Based on our feedback this was adjusted to specifically exclude JSU-sponsored activities and organizations, so we can continue to advertise and promote JSU clubs/organizations.
 - b. Some clarification was provided about work time and work areas. Thus, you can post on your personal social media that you are selling candles for your child’s band trip and deliver these during yours/their “lunch break” or “after work” and that is fine. We just

are not supposed to use JSU email for non-JSU solicitation or approach people to solicit during their working hours or in their workspace (“break rooms” are apparently excluded).

- i. This was partly done to have explicit parameters set up about when/how the union could approach people, where they could post flyers, and reiterate that they are not supposed to be using JSU equipment for union purposes.
 - c. This policy only covers employees who are soliciting, not outside vendors.
 - d. Dr. Shelton included other university’s policies for comparison on her email. Please let Dr. Overton or myself know ASAP if you have additional feedback on this before it gets approved.
5. **Employee Mandatory Self-Reporting Policy** – this was updated because apparently there were employees who had recent DUIs but were still driving university vehicles and did not tell the university. The point of this is that you must disclose to the university within 5 business days if you have been arrested, convicted, or taken a plea deal for a variety of crimes. Please let Dr. Overton or myself know ASAP if you have additional feedback on this before it gets approved.
6. **University Driving and Vehicle Use Policy** – this policy was added because our insurance was going to cancel our coverage because we did not have records of who was driving personal vehicles on university business.
 - a. All employees driving personal vehicles for university business (e.g., if you are driving to committee meeting at McClelland, you are driving your departmental materials from South Campus to the Rec Center for Preview Day, you are taking students in a personal vehicle on field trip or to a conference) must fill out this form.
 - i. Effective Date (calendar year, academic year, fiscal year) – If you filled it out before September 1, you need to do it again (new insurer). Do the Defensive Driving module, just to be sure (it is part of the EduRisk page).
 - ii. Fill out once or yearly? I think once.
 - iii. Check all the boxes? Do you need to fill it out again if you didn’t check all of the boxes the first time? Should you just check all of the boxes so you don’t have to fill it out again? Probably should check any boxes (work vehicle for sure, maybe motor pool if you think you may ever want to get a motor pool vehicle).
7. **Scholar’s Code Appeals** – The Provost asked that Faculty Senate create a committee to deal with Scholar’s Code appeals. We discussed this in Executive Committee and came up with two proposals to present to the Provost. Dr. Shelton met with Dr. Overton and myself and agreed with the one the Executive Committee presented as the preferred option. It is as follows:
 - a. For the Scholar's Code Appeals Committee, we are planning to subsume these duties under the Admissions and Academic Progress Committee of Faculty Senate, which is a standing committee. Senators are appointed to this committee by the Executive Committee at the beginning of the year for a one-year term. The chair of this committee is elected by its members by a simple majority vote. Thus, when an ad-hoc appeals committee needs to be formed, three faculty members from this committee will be selected by the committee chair for this service. This committee would also take on the responsibility for dealing with Faculty Senate contributions to Scholar's Code policy revisions in the future.

- i. Dr. Shelton and Dr. Stone are looking to revise the wording in the scholar's code to reflect these changes which we will pass along to the Admissions & Academic Progress Committee to review.
 - ii. The only question still up in the air is who exactly should appoint the people to the ad-hoc committee (the Faculty Senate President, Dr. Shelton, or the Committee Chair) and whether we want it to be explicitly stated in the policy or leave it open (as it currently is).
8. **Outlook Calendar Invitations** – A Faculty Senator asked for there to be Outlook calendar invitations sent for Faculty Senate meetings and Dr. Wickersham did this. If anyone did not receive a calendar invitation, please let her know. Further, once committee chairs are elected today for each standing committee, we will do a calendar invitation for executive committee as well.
9. **Committee Assignments** – Everyone has been assigned a committee either based on expressed preferences or need (e.g., Faculty Honors had to have one person from each college). Dr. Wickersham has the lists if you need to know which committee you are on. I am a member of every committee, so please add me to your email list. Based on discussion in Executive Committee, we have several issues to send to committees for you to address, in addition to your own agendas (see New Business).
10. **Recommendation Regarding Required Syllabus Statements/Policies** – This was brought up as a concern from Nursing. Dr. Overton and I happened to bring up this issue with Dr. Shelton at our meeting and she specifically asked for a recommendation from Senate regarding the need for these deadlines because she also agreed this was an issue. Thus, I created a recommendation to present to Senate today based on consultation with Online@jsu as to the latest dates they would need university-wide syllabus statements/policies in order for them to be included in the Canvas course shells (see New Business)
11. **Recruitment and Selection Policy** – The Relocation Reimbursement portion of this policy was removed and a reference to the new Relocation Policy was included.
12. **Relocation Policy** – This policy is new and Dr. Shelton explained that it was created to provide parameters for the payment of a relocation allowance to new hires. The goal was to provide more consistent tiers of funding to correspond to the tier of employee entering and to also make sure the money is coming out of Foundation funds, not university funds (and to make it clear that it is a taxable benefit). Tenure-track faculty are Level IV and Non-tenure-track professors are Level V. Dr. Shelton recommended changing it such that it is listed as tenure-track faculty and non-tenure-track faculty, but excluding Visting faculty and grant-funded people.

JSU FACULTY SENATE 2023-2024
Recommendation #2324-01

Recommendation Regarding Required Syllabus Statements/Policies

Whereas, faculty are often being asked to include new, required information on their syllabi days before the Fall semester starts, and

Whereas, faculty often have their courses already prepared in weeks or months in advance of the Fall semester starting, and

Whereas, the Fall semester course shells in Canvas are released in late Spring, and

Whereas, students begin registering for Fall semester courses in mid-Spring,

(1) The JSU Faculty Senate recommends that the JSU administration set a yearly deadline of March 1 for all changes to any university-wide required syllabus statements/policies for Summer of the current academic year or Fall of the following academic year (e.g., Title IX, Disability Resources, Military-Connected Students, Scholar's Code, etc.). These statements/policies should be distributed to faculty and Online@jsu no later than March 1.

(2) The JSU Faculty Senate recommends that any additional college- or department-specific syllabus statements/policies should be distributed to faculty no later than April 1.

(3) The JSU Faculty Senate recommends that changes to syllabus statements/policies at any level (university, college, or department) which are to be implemented in Spring semester of the current academic year, should be distributed to faculty and Online@jsu no later than October 1.

*Note: These dates were set in consultation with Online@jsu as to the latest date which they need these university-wide syllabus policies in order for them to be included in the Canvas course shells.

Jacksonville State University
Faculty Senate Meeting
November 13, 2023
3:15 pm Houston Cole Library

In Attendance: In attendance: J. Godbey, T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, B. Norvell, A. Newton, R. Ahmed, K. Walker E. Hardy, B. Hankins, L. Ingwerson, C. Clark, C. Kirk, K. Johnson, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, S. Mikel, L. Barrow, C. Inman, H. Dempsey, A. Crawley, K. Wickersham, J. Ross, R. Overton, and M. Meacham.

1. Introduction: Dr. Overton opened meeting and allowed people time to read the agenda. Thanked Dr. Dempsey for all of the hard work she has put in to attend meetings and putting together proposals.
2. Adoption of Agenda: Dr. A Newton made a motion to accept the agenda. Dr. T. Ridlen seconded.
3. Approval of the Minutes: Dr. Overton noted that we can share draft minutes for feedback with other faculty in department. Dr. T. Ridlen made a motion to adopt the minutes and Dr. A. Newton seconded.
4. Reports:
 - a. President Overton: Dr. Overton stated that he has had meetings with the President, Provost, and Past Faculty Senate Presidents in a summit. He hopes this will be an annual event. The main thing is communication with your colleagues in your departments. Trying to get all of the committees and information and all on the same page.
 - i. Mica Meacham spoke for Faculty Commons. If interested in applying for Faculty Fellows is open until Friday. Also, keep watch on email as FC will send out all the announcements.
 - ii. Dr. Overton thanked all for working with Research Symposium
 - b. Vice-President Dempsey: See attached report.
5. Committee Reports:
 - a. Dr. Dempsey stated that we have not yet had time to work in committees to have reports and will be working later today.
6. Unfinished Business
 - a. Policy on Policies: Dr. Dempsey noted that we will now need feedback for these within 7 business days. She will place policies on CANVAS and then request comments. Dr. Dempsey will also send an email to notify Senators that a new policy or policy change has been proposed. Then she and Dr. Overton can cast their votes on behalf of Faculty Senate as the Senators would like. They also noted that they would hope that the Senators would discuss with their department members and share their comments and then these can be taken into consideration when Faculty Senate responds.
 - b. Noted that there are two additional policies that will be coming up in the next few days, so please review and give feedback before or during the break as the deadline will be the week following the Thanksgiving break.

- c. President Overton stated that he was very pleased with the participation of administration.
7. New Business:
- a. Dr. A. Newton is in charge of elections and asked if there is anyone who is interested in being the Secretary for Spring 2024 as Dr. Wickersham will be resigning due to being promoted and no longer faculty. There will be an election for Secretary next meeting and asked if people would nominate themselves or someone else. Dr. Overton noted that if no one is interested he will have to appoint one. No one volunteered.
 - b. Dr. Dempsey brought forward a motion to change the Faculty Senate Constitution and has included a copy for review. Stated that the Provost said there is nothing in writing that states she is obligated to respond and requested this to be added. Also, there is no mechanism in place when the second Monday of the months is on a holiday and we need to have an August meeting. This will help get all Senators on committees so we are not waiting a few months to get things done. Dr. Dempsey noted that if we approve and make a change to the constitution, then it has to the departments for voting. Dr. Ridlen asked if there were any issues for why we could not just move on this today. No one has any questions or problems with this. The motion was put forward by Dr. J. Ridlen, seconded by Dr. Ingwerson. Dr. Sciuchetti opposed but majority rules and the motion was passed.
 - c. Dr. Dempsey noted that we can send out the minutes while in draft in case faculty have questions. Dr. Chris Inman in meeting and he told Dr. Dempsey that we can send the information to all faculty through the Faculty Teams. This will increase communication as requested by the faculty at large.
 - d. Dr. Dempsey stated that they have talked to administration that if they would like for the President and Vice-President to be more involved then perhaps there should be more release time. The Provost is in agreement and stated that we need to put in our bylaws that the President has 2 course releases in Fall and Spring and a summer contract and the Vice-President will be given 1 course release in Fall and Spring and a summer contract for summer. The summer contract is because they need to be available during the summer. Also, this is what would be an incentive to encourage Senators to be involved.
 - e. Dr. Dempsey noted that the Provost has also asked why are the faculty not using CANVAS. Dr. J. Ridlen noted that we had discussed last year during Faculty Senate and did not know what happened to the information. Dr. Inman stated that who accesses CANVAS and how they access is more of a registrar area. Also noted that First Day is just a link in CANVAS but really run from the bookstore. Dr. Dempsey will review the minutes from last year to see the discussions already held.
 - f. Graduate Programs: Please review the information given by Dr. Dempsey and provide her with feedback.
 - g. First Day Access: Please review the information given by Dr. Dempsey and provide her with feedback.
 - h. Departmental Concerns: Dr. Overton and Dr. Clark noted that they are having discussions with coaches and athletics because students are missing classes and what will the policies/instructions be. This is mostly due to the T/TH games this year. It was also noted that soccer and tennis players are missing. Then bowling, so the President

will continue discussions and they will meet in December and try to draft a policy regarding athletic absences.

- i. Dr. Dempsey discussed academic partnerships and Graduate programs. Wants to know what the needs are from the programs. This is for online graduate programs.
- j. Dr. Dempsey noted that the BOT notes and the Employee Perks Program are noted in CANVAS.

Respectfully Submitted by: _____

Dr. Kimber Wickersham

JSU Faculty Senate Secretary

Senator Heidi Dempsey
President-Elect Report
November 13, 2023

1. Our recommendation on **required syllabus statements** was unanimously supported in Dean's Council! Vice Provost Stone will work with Mica Meecham to ensure that this happens going forward and also with Chris Casey about options for loading all the policies in all shells to prevent the syllabus from being overrun with policies.
2. Policies
 - a. I was made a full member of the University Executive Council by Provost Shelton. This committee now has 26 members, mainly VPs, and they are in charge of university policies and procedures. This means that the Faculty Senate President and President-Elect will now each have a vote on university policies and will soon have the ability to author policies. However, to make it clear what Faculty Senate's role is in policy development (and to fix some issues Lance Ingwersen identified existing in the policy), our first order of business is to modify the Policy on Policies. This committee is VPs, deans, HR Director, Jessica Wiggins, Kim Presson for accreditation, Chief of Police, etc.. Also, Lance pointed out that the UEC was not listed on the president's page about standing committees. The ownership of that has been lost (e.g., who manages, who updates, etc.). The Provost is working to get all of that posted on the webpage and kept up to date.
 - b. Policy on Policies 1.01.01: The draft up for comments has the following changes made (and we have until 11/27 to make comments).
 - i. Faculty Senate (via President and VP) will be able to author policies.
 - ii. Policies must be vetted by the President and VP of Faculty Senate first when revisions are planned or a new policy is proposed
 - iii. A policy that has not yet been approved has to strike through the President's approval name and put TBD for the date.
 - iv. There is also information about number of people for a quorum and updates to names.
 - v. The current proposal allows review of the proposal for 7 days BEFORE any votes are cast and then allows 7 days for voting. This is in contrast to the current policy which allows to begin casting votes as soon as the policy is posted without necessarily waiting for feedback.
 - c. Solicitation Policy is still in the works. I have proposed a rewrite that is more "this is what you can do" rather than "this is what you can't do." It also defines more clearly where non-work areas are and when non-work time is. However, Greg Harley (the author), Provost Shelton, Reggie, and I are still in discussion about some of the wording, especially regarding fundraising by campus clubs/organizations and how that fits in. Greg is attempting to have a rewrite done by Senate on Monday.
 - d. Also, I mentioned bulletin boards in my rewrite of the solicitation policy which led to the issue of JSU not having a bulletin board usage policy. Thus, I have written a bulletin board policy that is awaiting feedback from Greg Harley. It

basically states that the departmental/unit bulletin boards are for departmental/unit posting only, but that the general bulletin boards are open for posting most anything that is reasonable (excluding commercial, for-profit posts; but allowing solicitation/fundraising by student groups and employees, opinions, jobs, etc.). It also includes the same sort of guidelines about the use of sidewalk chalk. However, it does prohibit glitter in public places around campus.

- e. Relocation policy is still in the works. They have taken out the levels of moving expenses based on job titles and decided to leave it up to the VPs. There will also not be caps on moving expenses—this will be up to the VPs when making the hire.

3. Faculty Handbook

- a. As we have previously discussed, the Faculty Handbook is being revised this year. At our meeting with the Provost, I brought up the fact that the Advocacy Committee has ideas for revisions to the faculty handbook and would like to offer suggestions during the revision process. Provost Shelton said she was open to suggestions about how to handle the handbook revision because we do not have a policy on who is responsible for this change. I proposed we create a Faculty Handbook Committee and she agreed. Those on the committee will be Dr. Heidi Dempsey, Dr. Christie Shelton, Dr. Lance Ingwersen, Dr. Christi Trucks, Dr. Jenna Ridlen, Dr. Stacy Mikel, Dr. Maureen Newton, Jodi Poe, and James Watkins. I think this will really help streamline the process.
- b. Workload policy: The handbook committee can look at revising this, but the Provost suggested that probably departments and/or colleges should probably also look at developing their own because the university one is probably not going to be specific enough for a given department. Thus, if you would like to see a workload policy for your department/college that is more specific than the one for the university, bring it up to your department head/dean.
- c. Tenure and Promotion: Again, the handbook should be more general and the department guidelines should be more specific about how the general guidelines are interpreted within that field. Further, the department guidelines can expect more of a faculty member (be more strict) than the general guidelines, but they cannot expect less.
 - i. Your department should be working to create tenure and promotion guidelines if you do not currently have them. If you do have them, make sure you are satisfied with them. If not, talk to your department head about whether they need to be revisited. Faculty are supposed to have primary responsibility for tenure and promotion, so be sure your voices are being heard about whether you feel these expectations are reasonable for your department.
 - ii. Dr. Shelton said that in Dean's Council, the deans said they would be amenable to Reggie or me emailing each dean, on behalf of Faculty Senate, to check on the progress of their college's revision process. That way Senate will have a written record of responses to our resolution and

- be able compare that with Senators' reports of their department progress. I contacted all of the deans and am awaiting their reply.
- iii. Response from Dean Matthews CHPW: Currently the CHPW faculty affairs committee is working on updating the tenure and promotion guidelines for the College. The committee is comprised of faculty department/school representatives ranging from instructor, UG faculty and graduate faculty. They also requested input from CHPW faculty on their draft. In their last meeting they made adjustments based on feedback and will submit their proposal to the CHPW Leadership committee for review shortly. The faculty affairs committee worked to include exceptions within the guidelines to meet criteria from each area. However, the school/departments can develop their own criteria should they desire. We are scheduled to implement the new guidelines for AY 24-25.
 - iv. Response from Dean Graham in Library: Having heard no complaints from the library faculty about our current policies and/or procedures, we will stick with what we have. I have attached Ms. Jodi Poe, Distinguished Professor and Department Head for Library Services to this email. You can reach out to her if you have questions specific to our policies.
 - v. Response from Dean Lindblom in CAHS: On October 26, I had my first dept. head meeting of the semester: we have not quite figured out a good time to get everyone together. At that meeting, I shared the resolution with the DHs and asked them to take the resolution to their faculty. These guidelines should be something that the faculty create and propose by discipline. I hope to hear their proposals sometime this spring.
 - vi. Response from Dean Newton in CSBS: The process began after the faculty senate submitted their resolution. I met with the Department Heads to discuss reviewing the P and T guidelines and process and to develop a plan to get faculty feedback. We agreed on surveying the faculty regarding their perceptions of the current P and T process and potential changes to the process, and requested any additional feedback that faculty may have regarding the process. The survey was only sent to tenured and tenure track faculty. After receiving some feedback, I met with department heads again to discuss the feedback up to this point, which was 11/7/23. We will meet again at the end of this week to see if we have received any further feedback. Once all feedback has been reviewed, we will further discuss if any changes need to be considered and what they might be. After the Dean's Council Meeting on 11/9/23 we decided to continue this process, but not rush the process. We will work through the spring semester and possibly longer if necessary. One

additional outcome of our discussions is that we all believe we can improve on is the faculty annual review process, Thus, we will work on these processes simultaneously.

4. Admissions Committee Proposal
 - a. I have worked with the Provost to create a proposal to give to the President to form an Admissions Committee to look at whether we should change our admissions criteria. This committee, if approved, would be tasked with collecting data on how admissions criteria are related to enrollment, retention, graduation rates, enrollment-related revenue, and enrollment-related expenditures to provide recommendations about admissions criteria to the Provost, President, and Board of Trustees (who ultimately set admissions criteria). Reggie and I are working with the Provost and VP of Student Affairs and Enrollment Management to determine who should be on this committee and how this committee's charge will be separate from existing committees, but we are hoping for a strong faculty contingent. Reggie and I plan to present this next Friday at our meeting with the President.
5. Regarding President Killingsworth's comment about JSU becoming a research university in the first Faculty Senate meeting...
 - a. This comment has been causing consternation among many faculty, so I asked Provost Shelton about it. She said that the idea was being floated by the President as a goal that we might want to work toward, thinking 10 years down the road. He also did not mean an R1 institution, but more like an R2 or R3 (like Valdosta State). Further, both the President and Provost say that a change like that would not happen unless there were discussions with faculty to gauge interest and feasibility. There have been no formal discussions regarding this move. The Provost will keep this topic on her agenda with the President and will work with Heidi and Reggie when the time comes (if it does this year) to form a committee with faculty representation to further discuss.
6. Additional release time/summer compensation for FS President/VP: In Reggie's and my discussions with the Provost and President, both suggested that additional release time and/or a summer contract may be in order to the Faculty Senate President and Vice President. Given that the President and Provost would like the President/VP of Senate to be more involved over the summer (at the BOT meeting, meeting with deans and department heads, working on university committees), it makes sense to give them a summer contract (in addition to a monetary incentive to want to take on the role of FS President or VP). Further, during the year, having more release time to attend committee meetings, be present at night/weekend events, etc. would be helpful. The Provost is willing to allow the FS President a two-course release in Fall and Spring, and the FS Vice President one course release both semesters. Also, she is willing to allow us to have a summer contract for both FS President and VP, with the stipulation that they be available all summer and willing to work on projects/committees, etc. She left it up to us to propose whether we think it should be based on a person's summer differential

or a set amount. Whatever we decide, we would need to propose changes to our bylaws and specify the obligation to be available and willing to work.

7. Faculty use of Canvas
 - a. The Provost asked why some faculty were not using Canvas. If any of you do not use Canvas for one or more of your classes, could you please provide me the reasons why this is the case? We would like to be able to summarize these reasons to give her feedback on this. The Provost has also asked Shelena Cofield for a listing of courses not using Canvas so that we can remove those courses such as many of the music lessons, independent studies, etc. Right now, around 30% of the shells are not published. We are working to determine what comprises that 30%.
8. Graduate Programs
 - a. The Provost also mentioned that our graduate programs are struggling with enrollment. The Provost also pointed out that other regionals in the state (primarily UWA, UNA, but also TROY) all have OPMs (online program management) companies managing their graduate online programs. We aren't playing on a level playing field when dealing with those anymore. If faculty have ideas about why the graduate program(s) in their department might be struggling and/or innovative ideas about how to increase their graduate enrollment, please let me know so I can summarize these and pass them along.
9. First Day Access Program
 - a. The Provost would like to know what faculty think of the bookstore's First Day program for textbooks. Is it useful or not?

Jacksonville State University
Faculty Senate Meeting
December 11, 2023
3:15 pm Houston Cole Library

In Attendance: In attendance: T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, A. Balilaj, M. Boynton, B. Hankins, L. Ingwerson, C. Clark, C. Huang, K. Johnson, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, S. Mikel, L. Barrow, H. Dempsey, K Wickersham, J. Ross, R. Overton, T. Thatch SGA President and Ethan Ray, SGA Director of Student Advancement.

Introduction: Dr. Overton opened meeting and allowed people time to read the agenda. Thanked Dr. Dempsey for all of the hard work she has put in to attend meetings and putting together proposals. Noted that Staff Senate was approved by Dr. Killingsworth.

1. Adoption of Agenda: Dr. J. Ridlen made a motion to accept the agenda. Dr. L. Ingwerson seconded.
2. Approval of the Minutes: Dr. J. Ridlen made a motion to accept the minutes as read. Dr. L. Ingwerson seconded.
3. Dr. Stone Vice-Provost:
 - a. Discussed the changes to the General Education Requirements:
 - i. Will launch in Fall 2024
 - ii. JAX MIX (merging innovative)
 - iii. What is unique is it is possibly the only gen ed program in country to have micro credentialing built into the courses. Currently they are developing 5 focus options with core courses. Dr. Stone gave an overview of the courses related to the focus options. Noted students would have to complete the classes, attend an event, and complete a project. The credentialing will be housed in CANVAS.
 - iv. Dr. Stone noted that this is our QEP (Quality Enhancement Plan) and all need to know about it (students, staff, and faculty).
 - v. Discussion: Dr. T. Ridlen asked about the 5 foci. Dt. Stone noted that we are only doing 5 right now then will expand. At some point there may even be a director, assessment coordinator, etc. Hoping it will build from a certificate to a major.
 - vi. Dr. Stone noted that the Conference is paying for the band and the team to travel to New Orleans for the bowl game. JSU did not occur expenses related to the travel. Dr. Dempsey also noted that we will not have a live band at graduation as they will leave Thursday for New Orleans.
 - b. Ms. T Thatch (SGA President) and Mr. E. Ray (SGA Director of Student Advancement) stated that they would like feedback on letting students know where they stand due to absences. Wanted to know the pros and the cons of making students aware of how many classes missed. Dr. J. Ridlen noted that this is most definitely the job of faculty and CANVAS/NAVIGATE don't communicate. Additionally, Dr. Mikel stated that she does attendance in Navigate. Dr. Overton asked what encourage this topic. Ms. Thatch noted that students are having issues keeping up with their absences. Drs. McGrail and Clark noted that every department has different expectations, but they are in the syllabus if

students will read this they should know the repercussions of being absent. Dr. Dempsey noted that students are encouraged to find out about the attendance policies for each course. However, she found it to be a problem especially for transfer students who might not have to take the STU course.

4. Reports:

- a. President: Dr. Overton noted that both he and Dr. Dempsey have been included in numerous committees and it seems that Faculty Senate presence is more notable on campus this year. He stated that there is a large list of projects that are being undertaken, but he wants to accomplish these by the time Dr. Dempsey's Presidency is over. Dr. Overton also noted that the BOT will meet in Meehan Hall in January 2024 so Faculty Senate meeting will still be held in HCL 1103C.
- b. Vice-President Dempsey: See attached report.
When discussing faculty salaries Dr. Dempsey noted that 46% of tuition rates is what we have to work with for salaries for faculty. Dr. J. Ridlen had questions regarding why the faculty were being charged with fixing the budget for faculty salaries. Dr. Dempsey described and stated that it is not that administration is "putting" this on faculty to fix, but that they are wanting us to see what is going on and be transparent. Additional discussion ensued between Vice-President Dempsey and Senators.

5. Committee Reports:

- a. There are no committee reports. Dr. Ingwerson noted that they will have more by the January and February meetings.

6. Unfinished Business:

- a. There was no volunteer to complete the 2023-2024 term as Secretary. Dr. Dempsey opened the floor for interim secretary for one semester. Dr. Wickersham nominated Dr. Chris Clark. Dr. Hankins closed the nominations. Dr. Clark accepted and all Senators in favor. The motion passed.
- b. No departmental concerns were noted.
- c. The meeting was adjourned at 4:17 pm with a motion by Dr. J. Ridlen and seconded by Dr. K. Wickersham

Respectfully Submitted by:



Dr. Kimber Wickersham
JSU Faculty Senate Secretary

Vice President's Report
Heidi L. Dempsey
December 11, 2023

In this report, I will attempt to give you some insight into everything I have learned this semester and projects I have been working on. First, I have to say that we really do have an amazing Provost in Dr. Shelton. This semester she has been willing to allow us to have a much stronger faculty voice, a far more active role in decision making, and has been completely transparent with Reggie and me about pretty much everything happening behind the scenes. Because of her mentoring, I have a much better understanding of how all of the pieces fit together and I will try to explain some of these things in this report.

Policies

- (1) We have not had time to work on policy revisions for the “in progress” policies since the last Senate meeting. End of the semester craziness is just as real for the administration as it is for us, and there have been just too many things happening to allow Dr. Shelton, Mr. Harley, Dr. Harmon, and me to work on this.
- (2) Policy I.01.01 which was the one on revising how university policies are drafted and approved has passed. Dr. Overton and I both voted “yes” on this since we helped craft it and we had not heard any major concerns from faculty. The only concern voiced was that 7 days seemed like a short comment period for faculty. However, if faculty are able to look at it in that 7-day window and tell us that they have some major concerns, we are able to say that we want the policy pulled for further review. This would keep it from being voted on until faculty are able to give more substantive feedback (this is what happened with the policies in #1 above). I think that seems a reasonable compromise to help us have a voice, but be able to move the process forward. This policy is in the final phase of discussion/review/voting.

Faculty Salary Review Committee

- (1) Of course, one of the main issues on everyone's mind is faculty salaries. First, people have asked why we are bothering with this committee when a review was done four years ago and they should just use these data to figure out raises. The answer to that is threefold – (a) the feedback Dr. Shelton got two years ago was that people were unhappy with how the process was conducted and felt it lacked transparency with deans and department heads deciding which people should receive raises, (b) the goal of that review was different than the current one, and (c) the data used then are not current and do not fully account for the major inflation we have seen in the past few years that has put us so far behind. Thus, the reason Dr. Shelton put faculty in charge of addressing salaries this time was to give us that transparency we asked for and to allow us to attempt to address any perceived inequities or perceived favoritism. And, the goal of the previous iteration was to try to correct the most egregious salary inversions, not to address the overall need for faculty raises. Dr. Killingsworth and Dr. Harmon are also fully aware of this effort and have been kept informed of the committee's progress by Dr. Shelton and myself.

- (2) Our overall progress on this committee this semester was a bit uneven at the beginning, partly because we had to wait for the November 1 payroll to run in order to be able to have the most accurate salary data because that is when the Cost of Living Adjustment (COLA) raises went into effect and also rank increases (e.g., pay bump for achieving promotion/tenure). Second, there were a few bumps getting the comparison data we wanted and there was some concern that there were transparency issues about what data we were allowed to see since we did not have access to all of the data. When the second concern was brought to the Provost's attention, she immediately (within 5 minutes) gave me full access to the entire dataset.
- (3) Since receiving access to the full dataset just before Thanksgiving, I've been a busy beaver. I have a list of every single faculty member's salary at JSU and am able to compare each of your salaries to a number of comparison institutions (those similar to JSU, those in our region, etc.), in addition to looking at where we are at nationally. Using those numbers, I have been able to calculate a median estimate of where everyone's salaries should be based on rank (instructor, assistant, etc.). Then I have worked to try to figure out how we should account for different years of experience within those ranks (e.g., someone who has been a full professor for 10 years should make more than someone appointed to full professor this year) and also how the rank increases should be adjusted to help people reach those target median numbers in a reasonable period of time (e.g., if I start with someone at an assistant professor's salary, what type of increases need to be in place so they reach the level of a 10-year full professor's salary by the time they get to that point?).
- (4) At this point, I've met with Dr. Shelton to go through my rough estimates of the total amount we would have to budget to get us in the range of where we need to be in terms of salary adjustments. Not surprisingly to any of you, it's a lot of money that we don't have lying around in our budget as disposable income. Thus, the next steps in the beginning of Spring semester will be (a) deciding where our target median exactly is (getting the committee and administration to agree to the goal that we want to reach and then maintain at JSU), (b) figuring out how to budget for this in the coming years because we definitely can't do it all in one year, and (c) then working out a plan to try to systematically address each person's salaries over time to get them to our goal. Dr. Shelton and Dr. Killingsworth are reaching out to their counterparts at other peer institutions to ask what they use for comparison groups and salary targets so we have a better idea of where we should aim.
- (5) This being said, it means that your salary adjustment will not be immediate. We didn't budget for it this year, so there is not a lot of money to use immediately to fix these issues. So, we will probably get a very small bit of money this year that was set aside as discretionary funds (literally a drop in the bucket) to try to give some money to the people who are the farthest behind. I have everyone ranked in terms of in which percentile nationally their salary falls, so those of you in the 5th percentile will probably get targeted first. Then, for next year's budget (that will be adopted this spring) we can hopefully address more people and so on until everything is fixed (I'm not sure at this point how many years we are talking about). But, if everything gets approved, the Provost and I want to send letters out to everyone to specify their particular salary

adjustment plan so they know what to expect which year and what salary we are aiming by the end of this process.

- (6) As I said, unless a miracle happens and the state decides to give us a nice boost in state appropriations (which we are actively lobbying for using these salary data), we are probably going to have to look hard at things that we might have to cut back on. If it comes to this, we will try to solicit feedback from everyone before making any major decisions, but just like a home budget, if you want to pay your increased power bill, sometimes that means you've got to make cuts in other areas. For example, we may have to change summer pay to be able to partially offset the cost. I know everyone relies on the summer differential, but wouldn't it be better if I can get your salaries up to a reasonable level where you don't have to worry about whether or not you can get a summer class, and have it make, in order to be able to make ends meet (having that money guaranteed as part of your salary rather than a hope that you might get to teach in summer)?
- (7) Dr. Shelton and I have also started a running dialog about adjunct and overload pay. She has been asking other Provosts around the state what they pay and I have been running the salary comparison numbers on this. She has also worked with me as I try to understand why we pay such low amounts for overload pay. I never really understood the rationale for this -- to me it seems like pure profit (you pay me \$2000 to teach 40 students, so you are making almost \$38k in profit after you take out my \$2000). So, I wanted to know why we didn't make overload pay a lot higher since I was making the university a lot of money. Then I learned a whole lot about our operating budget, how much we actually get back into salaries from the tuition revenues, how the money made from adjuncts/overloads has to offset the cost of programs that don't make money, etc. Basically, I wasn't seeing the big picture in just looking at it from my own classes/department, rather than looking at it from a college- or university-level. I've definitely learned to think about things from a much broader perspective in this role (I call these my "5 am lessons from the Provost on how to run a university")! Anyhow, we are running numbers and seeing if we can increase this amount, even though it isn't likely to be a substantial increase.
- (8) What can you do to help this process?
 - a. Support the people on the salary committee from your college. These are tough decisions and we are all working to try to get you the most money possible that JSU can afford and still keep its doors open.
 - b. I know we all say that recruitment and retention of students belongs to those people over there in admissions, student success, etc., but we do play an active role in this. If we don't have students, we don't have income, which means we don't have money to pay for salary increases. I have seen the student quality and ability in our classes go downhill over the past few years, just like you have, but unfortunately it's a systemic problem that doesn't appear to be going away. I also regularly get frustrated and say things like, "maybe they don't belong in college." However, I have tried to be more intentional in the past few months to talk with students about these issues. The things I have discovered are quite

surprising. For many it is a lack of understanding how college works (e.g., that they have to read the textbook chapters that correspond to our lectures, even if we don't tell them on a daily basis which pages/chapters they are assigned to read; or that final exams run on a different schedule from classes). They all also seem just completely overwhelmed and unable to cope. Even the good students seemed to crap out at the end of the semester. I would blame them for that, but I feel like faculty also feel the same way. I don't know if this is a byproduct of COVID, the changing demands of the university with all of the technology/forms/busywork that we now have to manage, or what. I do know that I have heard many professors lament that you used to be able to have a 1-page syllabus and a piece of chalk and you were ready to teach. Now with Canvas, Navigate, Banner, Teams, and each publisher having different software to go along with our books, it is overwhelming to us. It's the same for students. They also have different software packages to navigate for every one of their classes with some textbooks being paper and others online and professors using Canvas in different ways and communicating with them using a variety of platforms (Canvas messages, email, Navigate, Teams, etc.). So, maybe before we just tell students they don't belong, we should try to give them the same grace we would like to be given when something falls through the cracks or we didn't see someone's message.

- c. I would encourage you to attend the Student Success Summit in February where they plan to address a lot of the issues I've mentioned above. The Provost and I are also going to reach out to Mica in Faculty Commons to see if we can maybe put together a "First Day of Class Tips and Tricks" about things we might need to address with students (things most of us would assume they already know, but apparently don't). We also need to get students to take more responsibility for their own learning and outcomes and perhaps Mica can address ways to help us teach students how to shoulder that responsibility.
- d. One last tidbit that came from the Provost that she heard at a conference which I thought was really insightful – it is up to us to change the narrative about the value of higher education. In the culture wars we hear so many attacking higher education and saying that it is unnecessary or not teaching our students the skills they need to be successful. We all disagree with that or we wouldn't be here! But, we need to take back control of this conversation and tell people why our degrees matter. We can do this in daily conversation, but also with students in the class. We can try to explain why what they are learning is relevant for their futures. In the General Education committee we are trying to rebrand our general education model so that students understand the purpose of general education (this is our QEP – quality enhancement plan). It's not to make students take a series of unrelated, irrelevant classes. It is to make them a more well-rounded human being. To be educated and able to speak on a variety of topics related to the human experience. To be able to tie those ideas into their eventual careers and make connections across fields, methodologies, and time. To be able to think, question, and logically reason about information they are

given. Thus, anything we can do to provide guidance, mentoring, and an explanation about why the things we are teaching them are useful and important (even if they are not just “skills” they need for their jobs), the better we can do at controlling the narrative about why higher education matters.

Other Things

- (1) I’ve rambled too much here, so I’ll try to summarize everything else quickly. The SACSCOC off-site report went amazingly well (we got an email from the President about this) because of the hard work put in by Dr. Shelton and her team to fix so many issues that needed addressing and write an amazingly thorough report in which they basically couldn’t find any flaws. The on-site visit in March is the last piece to our reaccreditation (which is what makes our degrees worth anything) and Dr. Overton and I will be involved in representing Faculty Senate on this, in addition to other faculty who may be asked to be university representatives. Dr. Shelton said they will be sending out a survey asking for volunteers in order to give the entire university a chance to express their interest in assisting with this massive preparation.
- (2) We will start work on the Faculty Handbook revision in the spring. The handbook committee contains members of the Advocacy committee, me, Dr. Shelton, a dean, and two department heads. Please contact me or your Faculty Senate representative if you think there are specific issues we need to address in the handbook. We are keeping a running list!
- (3) We are also forming a Faculty Senate Bylaws Revision Committee to rewrite our bylaws to reflect the changing roles of the President/Vice President of Senate in addition to creating a better document overall. This committee will be an ad-hoc committee of Senate members and Dr. Shelton.
- (4) If you have a Faculty Senate position open in your department, please consider the following things. (1) We really want to keep up the momentum we have this year with changes in Senate. We want people on Senate who are active and involved in the university life – those who have opinions and ideas about how things should be done and those who are willing to work to make that change happen. (2) We would prefer to have people who are tenured, if possible, just because those people feel more free to express their opinions because of the protection tenure offers. (3) It is an elected position, not appointed. Your department should hold official elections for this position. (4) Your department head is expected to provide you with a course schedule that allows you to attend meetings from 3:15-4:30 on Mondays (although it is ideal if you don’t have a Monday night class because we often run long). Reggie and I will try to make the rounds to departments who have upcoming elections this spring to try to encourage departments to consider these things when electing people. Please let us know if you have an upcoming vote and we haven’t made arrangements speak at one of your faculty meetings.
- (5) Faculty Senate Constitution Ratification by Departments has passed. I have passed along the two Constitution revisions to the Board of Trustees for approval via Dr. Shelton who will present it as an action item in the Academic Affairs Committee meeting on January 8.
- (6) Reggie and I met with Dr. Killingsworth on December 7.

- a. We presented a proposal for an Undergraduate Admissions Standards Committee (see proposal below), a Staff Senate Proposal (see proposal below), and discussed the progress of the Faculty Salaries Review Committee, including many of the things I outlined above. He said he will consider the proposals after he has had a chance to read and review them. **EDITED 12/13/23 – the President announced the formation of a Staff Senate at the Staff Awards & Appreciation Lunch Monday 12/11. It will start in Fall 2024.**

Appendices

Proposal for an Undergraduate Admissions Standards Committee

Dr. Killingsworth, I was tasked with looking at other universities in the state and region to determine how admissions decisions were made and to propose what such a committee might look like here at JSU. Based on my research of ten universities, eight had an admissions committee similar to what I am proposing. Six had a standing university committee named something akin to “Admissions Committee,” one had a larger Academic Council, and one had Admissions as a subcommittee within their Strategic Planning Committee. In most of these programs, faculty held the majority or near-majority membership (i.e., 8 of 12 at Univ. South Alabama; 5 of 12 at Montevallo; 6 of 14 at Univ. North Alabama; 7 of 11 at Columbus State; 10 of 14 at UT Chattanooga; 8 of 15 at Middle Tennessee; 10 of 30 at East Tennessee in their larger Academic Council). Note also that the committee size ranges from 11 to 15 members (excluding E Tenn). For all universities this committee fell under the leadership of the VP for Academic Affairs/Provost and/or VP for Enrollment Management.

In the proposed JSU committee detailed below, there are 7 faculty member slots (1 CSBS, 1 CHPW, 1 CEPS, 1 CBI; 2 CAHS; 1 Faculty Senate rep). I put two for College of Arts, Humanities, and Sciences because of the size and diversity of this college (1 for Arts & Humanities, 1 for Sciences). Additionally, I have added the department heads for MCIS and English since these departments have the highest freshman credit hour production and are the most directly impacted by freshman enrollment trends. Consistent with all other universities, I added the Provost and Senior Vice President for Academic Affairs (or designee) and the Vice President of Student Affairs and Enrollment Management (or designee).

Beyond this, there is not consistency across universities, partly because of differences in organizational structure. Thus, I propose adding the Vice Provost of Student Success, the Director of Learning Services, the Director of Undergraduate Admissions, and the Director of Financial Aid because, in my estimation, these are the representatives from the administration most directly tied to freshman admission, success, and retention. I added the Senior Vice President for Finance & Administration as a non-voting member to be able to assist the committee with determining the financial impact of these decisions. I also added two student

representatives (one in-state and one out-of-state) to be able to give opinions about admissions criteria.

Thus, as it stands, the proposed makeup of the voting membership is 7 faculty non-administrators, 3 faculty administrators (department heads and director of LS), and 5 administrators. This would put the voting membership at 15 which is consistent with the size and faculty/administrator make-up of other universities.

One concern brought up in discussing this proposal was whether this committee's charge would overlap with Enrollment Management's charge or the Undergraduate Appeals Committee's charge. Enrollment management is charged with recruitment and retention, but not with making recommendations regarding admissions standards. Thus, Enrollment Management would be using active measures to increase retention (e.g., tutoring) and the Undergraduate Admissions Standards Committee would look at the data on retention rates to inform admissions decisions, but not be actively involved in trying to increase retention. Similarly, the Undergraduate Appeals Committee deals with students who are not admitted under the current criteria and whether to allow them in on a case-by-case basis, but not with recommending overall admissions standards. Thus, there does not appear to be overlap between the charges of these three committees (see below for the charges of these committees).

Charge: The Undergraduate Admissions Committee is responsible for collecting data on how admissions criteria are related to enrollment, retention, graduation rates, enrollment-related revenue, and enrollment-related expenditures. Based on these data, they will make recommendations to the Board of Trustees, via the Provost and Senior Vice President for Academic Affairs, for new or revised criteria for undergraduate admissions. The Provost would discuss all recommendations with the President and Cabinet before presentation to the Board of Trustees.

Committee Membership

- Faculty Member, Arts and Humanities (from College of Arts, Humanities and Sciences)
- Faculty Member, Sciences (from College of Arts, Humanities and Sciences)
- Faculty Member, College of Social and Behavioral Sciences
- Faculty Member, College of Health Professions & Wellness
- Faculty Member, College of Education & Professional Studies
- Faculty Member, College of Business & Industry
- Faculty Senate Representative, at-large-member
- Department Head, English
- Department Head, Department of Mathematical, Computing, and Information Sciences (MCIS)
- Provost and Senior Vice President for Academic Affairs (or designee)
- Vice President of Student Affairs and Enrollment Management (or designee)
- Vice Provost for Student Success

- Director, Learning Services & Analytics
- Director, Undergraduate Admissions and Recruitment
- Director, Financial Aid

Non-Voting Members

- Senior Vice President for Finance & Administration
- Student Representative, at large (attended JSU as a first-time freshman from in-state)
- Student Representative, at large (attended JSU as a first-time freshman from out-of-state)

While above my ideal make-up of the committee based on my research and discussion with other faculty, I realize that other entities in the university may have a vested interest in this process, so there are some other alternatives or additional members that you could consider. For example:

- Honors and Special Programs
- International Programs
- Military & Post Traditional Students
- Dean of Students
- Academic and Career Advising
- First and Second Year Experience
- Athletic Academic Support

Respectfully submitted by:

Heidi L. Dempsey, Ph.D.

Faculty Senate President-Elect

Professor of Psychology

November 17, 2023

Charges of Current Committees

Enrollment Management

1. Examine student recruitment practices at the undergraduate and graduate levels.
2. Evaluate scholarship opportunities to ensure we are meeting the needs of our students.
3. Analyze marketing efforts to ensure resources are being utilized effectively and efficiently.
4. Maximize student retention efforts.
5. Identify any infrastructure needs or deficiencies creating student barriers and provide recommendations on addressing them.

Admissions Undergraduate Appeals

The Undergraduate Admissions Appeals Committee is an annual committee comprised of an odd number of faculty, staff, and the SGA president who offer a variety of backgrounds and

expertise. The committee will determine the admissions decisions of undergraduate students who do not meet JSU's admissions requirements.

Staff Senate Proposal

President Killingsworth,

In my research looking at admissions committees around the state and region, the one thing I was struck by was that fact that the vast majority of these schools have a Staff Senate in addition to a Faculty Senate. If a group such as this existed at JSU, Faculty Senate could collaborate with Staff Senate when developing policies that would affect all employees, not just faculty (e.g., parental leave, cost of living adjustments). Additionally, there would be a group available to advocate for the needs of staff that are distinct from faculty, and of which Faculty Senate may be unaware.

I have asked staff here at JSU if this is something they would like to have on campus, and the vast majority said they would appreciate the representation. They would also like some level of protection from being targeted by supervisors who do not want them to speak out on issues. Thus, if a group such as this can become entrenched under your supportive leadership, then perhaps if times get tough in the future, it would be more difficult for others to intimidate and bully the staff.

Respectfully submitted by:

Heidi L. Dempsey, Ph.D.
Faculty Senate President-Elect
Professor of Psychology
November 4, 2023

Here is just a little bit of information about the Staff Senates at these various institutions.

University of Montevallo - <https://www.montevallo.edu/about-um/administration/staff-senate/>

- The mission of the Staff Senate shall be to serve as an advisory committee and a collective voice to convey ideas, information and recommendations to the Executive Cabinet regarding the interests and concerns of the staff. The goal is to continually improve operations and build a sense of community and an environment of respect and fairness by facilitating effective communication among Staff, Administration, Faculty and Students. The Staff Senate seeks to ensure that the University of Montevallo is a positive and productive learning and working environment whereby integrity, tolerance and respect are affirmed. The Staff Senate will encourage other staff by providing support for diversity, inclusion, career growth and positive morale.

University of North Alabama – <https://www.una.edu/staffsenate/docs/staff-senate-bylaws/staff-senate-bylaws-2023.pdf>

- PREAMBLE: The mission of the University of North Alabama Staff Senate is to act as a forum and advocate for university staff employees by providing leadership and guidance on issues which affect compensation, benefits, quality of work life, fulfillment of overall university goals and objectives, and providing a safe and fulfilling professional and educational environment which promotes the growth and improvement of higher education at the University of North Alabama
- The name of this organization shall be the University of North Alabama Staff Senate, hereafter called "the Staff Senate." The Staff Senate was created by and shall be advisory in nature to the President of the University, and, within the limits of these bylaws, representative of the employees within the University. However, it is not within the scope or duties of the Staff Senate to represent or advocate for any staff employee(s) involved in a specific personnel matter. As used in these bylaws, the term "staff" shall be defined as all regular, full or part-time, exempt and non-exempt employees of the University other than faculty and coaches and with at least one year of service with the University -- with the exception of the president, provost, vice presidents, assistant/associate vice presidents, deans, and associate deans.

University of West Alabama -- <https://www.uwa.edu/administration/staffsenate>
Constitution: https://www.uwa.edu/sites/default/files/inline-files/CONSTITUTION%20of%20Staff%20Senate_0.pdf

- The University of West Alabama Staff Senate is established with the belief that individuals of the University have a devotion to the education of students and the advancement of truth and knowledge. It is intended that the Senate, with a unity of purpose, improves the understanding and cooperation of the administration, the faculty, and the staff in their endeavors to promote the objectives of the institution. The Senate believes that it should preserve and enhance the positions of the individual members of the University community, while encouraging them to feel a sense of personal responsibility and common involvement.

Athens State University - <https://www.athens.edu/about/governance-policies/staff-senate/>

- The Senate was established with the encouragement and approval of the President of Athens State University, May 2002. The mission of the Senate is to: 1. represent non-faculty employees of Athens State University, hereafter referred to as Staff; 2. serve in advisory capacity to the President of the University with respect to matters pertaining to Staff of the University; 3. provide a means of communication to Staff of the University; 4. and provide a forum for all Staff of the University

UAB – Staff Council - <https://www.uab.edu/staffcouncil/>

Columbus State University – Staff Council (everything requires a login to see)

Morehead State University – Staff Congress - <https://www.moreheadstate.edu/about-msu/leadership/staff-congress/>

- The Staff Congress is an advisory body reporting to the University's chief executive officer intended to create a stronger bond within the staff to promote cooperation among the administration, faculty, students, and staff of Morehead State University. Members of Staff

Congress pledge to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the University in achieving its educational goals.

East Tennessee State University – <https://www.etsu.edu/staff-senate/>

- Constitution - <https://www.etsu.edu/staff-senate/meetings-documents/constitution.php>
- Bylaws - <https://www.etsu.edu/staff-senate/meetings-documents/bylaws.php>
- Welcome to East Tennessee State University (ETSU) Staff Senate. The ETSU Staff Senate is a representative body that promotes communication between University employees and administration, offers recommendations to the President on matters pertaining to the staff of the University, and interacts with other groups within the University on matters pertaining to the University as a whole. Your ETSU Staff Senate is comprised of representatives from each of six EEOC (Equal Employment Opportunity Commission) divisions for staff members.

Black Hills State University – proposal to form a Staff Senate

<https://www.bhsu.edu/portals/0/pdf/eupdate/Staff-Senate-Proposal-2019-Final.pdf>

JACKSONVILLE STATE UNIVERSITY
FACULTY SENATE
January 22, 2024
3:15 pm

In attendance: J Godbey, T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, B. Norvell, A. Newton, R. Ahmed, K. Walker, E. Hardy, L. Ingwerson, C. Clark, K. Johnson, C. Huang, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, S. Mikel, S. Cofield (for C. Inman), H. Dempsey, A. Crawley, J. Long (for K. Wickersham) J. Ross, J. Watkins. R. Overton

Guest – Mica Meecham

- I. Welcome – President Overton. Good to see everyone. A lot to do today.
- II. Approval of Minutes - **Dr. A. Newton made a motion to accept the minutes as read. Dr. L. Ingwerson seconded, and it was approved.**
- III. Shelena Cofield – Canvas. Learning Systems Administrator at JSU. Health of campus and Canvas. Canvas gradebook discussion and presentation. First required at institutional level in Fall 2020. Published Canvas course with grades so students can see how doing in a class. Showed ppt. (See Faculty Senate Canvas module).
- IV. Board of Trustees Update – Dr. Dempsey presented information on each section.
 - a. Our Senate Constitution change passed the BOT; Karlie has updated it on our website and will archive the old Constitution and motion
 - b. Dining, football, dorm buildings are on schedule to open in Fall 2024
 - c. We made around \$135,000 from ROC-on concert
 - d. Dr. Stone presented the QEP
 - e. We need to work on retention – our retention rates are falling (see slide 41 below in Provost Shelton’s PPT for BOT)
- V. Undergraduate Admissions Standards Committee – no word yet about this from the President. Dr. Dempsey presented an idea if no action in the next month, we might need to create a resolution to get action on this. Faculty were in favor.
- VI. Update from Student Success
 - a. Student Success Summit – February 6. Dr. Dempsey met with Dr. Bavonese and really want to push faculty to sign up for the summit. Focused on retention and we can improve it.
- VII. Resolution Regarding Academic Advising – issues with athletes and academic advisors - Discussion pursued. **Dr. J. Ridlen made a motion to approve the amendment “in their major” to the second to last sentence. Dr. B. Norvell seconded. Then same people first and seconded to approve the amended resolution as read and it was approved.**
- VIII. Policy Updates
 - a. I.02.17 Family Medical Leave Act Policy – going to be revised
 - b. Policy on Policies – going to be updated to include Staff Congress on UEC
 - c. IV 03 01 Purchasing Guidelines and Procedures Policy – Feedback due Friday, January 26, 2024 by email to Dr. Dempsey.
- IX. Faculty Handbook Committee – need to create a policy on FH on revising the policy. Create a new standing committee called ‘Faculty Handbook Committee’ to revise it when needed.
- X. Proposed Policy for Handbook Revision approval – housed under FS with a 3-year term assignment with a process to approve it for policy.

a. Policy Handbook Committee Motion - **Dr. K Johnson made a motion to accept the policy as read. Dr. T Ridlen seconded and it was approved.**

b. Discussion of "Distinguished Professor" rank – Dean's council. Original proposal in 2013 was limited. Confusion during Dr. Beehler tenure. Other universities that researched it is a 1-time award with permanent rank. Discussion ensued on this and how to add this on top of salary and merit of the title with comment on keeping same salary benefit but revise how decide who gets it (criteria) and not based on longevity.

c. Instructional continuity plan – Dr. L. Ingwersen suggested it be added to the class cancellation policy in the handbook. Dr. H. Dempsey suggested this be suggested to the Handbook committee.

XI. Faculty Senate Bylaws Ad-hoc Committee

- a. Discussion regarding Proposal for Amendment to Faculty Senate Bylaws – Dr. Dempsey presented all areas and asked us to look at the Bylaws and will vote on at next meeting as required that we vote on it at next meeting. Discussed ensued with no major concerns being raised.
 - i. Moving elections of new Senators to Fall
 - ii. Adding a Past-President position
 - iii. Tenure required for President-elect/Vice President as well
- b. Adding new committees/changing committees? Opinions? Will be 6 committees in FS now because of adding the Handbook Committee (although this will not just consist of Faculty Senate members)

XII. Feedback about Overload/Summer Contracts for the Provost – feedback that this was broken. Discussion ensued with thought to move all of this to months earlier. Dr. Dempsey working this summer on Faculty Workload and is messy to figure it all out. Discussion of summer pay and how it can be equitable or capped. Looking at enrollment numbers and decisions of courses, who teaches, canceling it, etc. Dr. Dempsey will take feedback back to Provost Shelton.

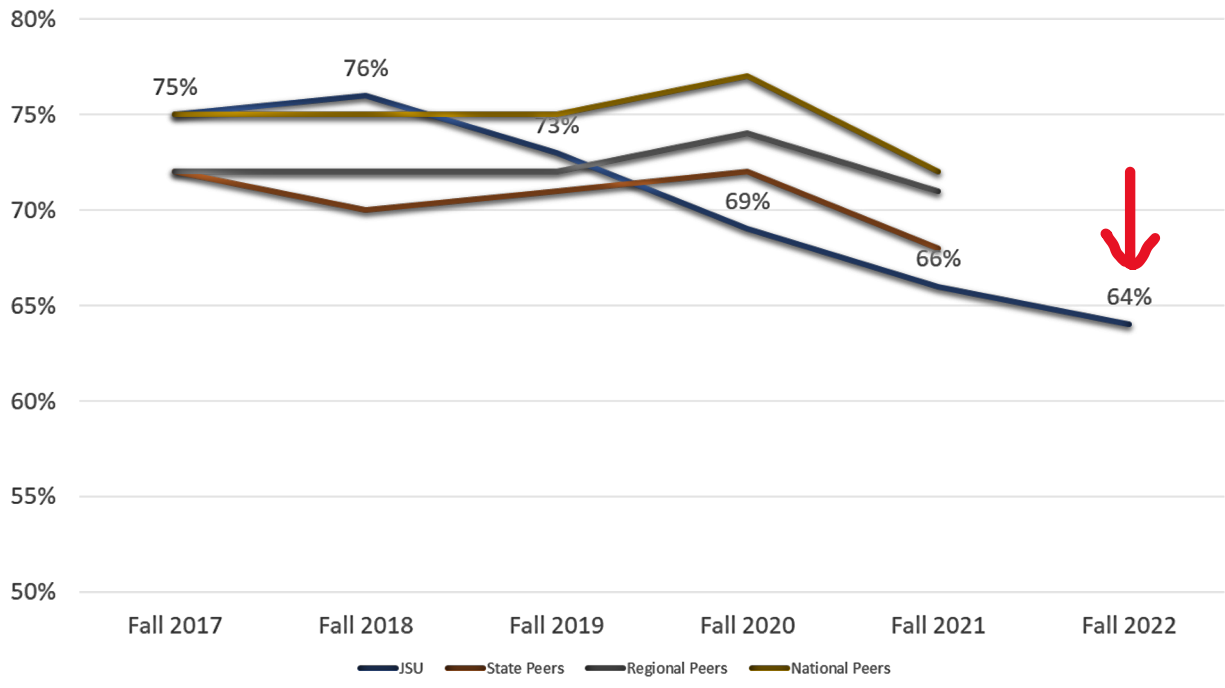
XIII. Faculty Concerns? – Praise Dr. Dempsey for the job she is doing. Great notes.

XIV. Announcements? – Faculty Research due Grants soon. Mid-February. Student symposium looking for faculty judges – please go back to your department and ask for any volunteers. Begin faculty commons sessions tomorrow. Faculty awards available on website so please nominate someone. New award this year by Conference USA Faculty Achievement Award. Go back to your departments and nominate someone. Close on Friday Feb. 16th! Mental health speaker on campus soon.

- a. Provost Shelton will be here for our Feb 12 Meeting – put as #1 on her agenda is to speak about Summer classes but not enough time as this Committee meets on Feb. 8th so not yet. Beneficial if she has an agenda and we ask questions.
- b. Consider volunteering for the SACSCOC visit (email from President Killingsworth 1/17)

***Motion to adjourn – Dr. McCall first and Dr. K. Johnson seconded.**

Traditional Cohort Retention Trend



Faculty Senate Vice President Report
January 22, 2024

1. We have started work on the JSU **Faculty Handbook**. We are currently putting a policy in place for how the handbook revisions will happen such that all stakeholders (deans, department heads, and faculty) have the ability to make recommendations and provide feedback about proposed changes. The policy is on the agenda to be approved at this week's Faculty Senate, Department Head Council, and Deans' Council meetings. Going forward, the plan is to work on the most timely pieces of the faculty handbook first and then ask for Senate approval for each piece (rather than bringing the whole handbook forward when it is completed). This will allow us to revise the handbook in real time, leaving the policies in place that have not yet been addressed, but putting new policies in place as we finish them. Expect to see requests for feedback regarding handbook revisions coming your way in the near future!
2. We have not yet made much headway in the new year with **faculty salaries**. We had one meeting before the semester started and discussed some pieces of the budget proposal, but plan on meeting again several times in February to make more progress.
3. Regarding Policy I.02.17 – **Family and Medical Leave Act Policy**, Deans' Council recently requested that this policy be revised. Currently it requires that you apply for FMLA when you miss work for 3 or more days, for any reason (even flu or COVID), rather than specifically being for long-term illness. Human resources will be looking at this policy and revising it to be more in line with the federal guidelines.
4. Faculty Senate **Bylaws Committee** is working to revise our bylaws to reflect our current roles, committee descriptions, etc.
5. Please be sure that you have all of your classes **published on Canvas**, even if that just means posting a syllabus and grades. We are also working on an **instructional continuity plan** (you saw a hint of that in Dr. Shelton's email from our Jan 16 weather day announcement).
6. All of the ideas below come from discussions about student success and retention and how faculty can have a major impact on these. Please read these carefully and think about your own course practices. Also, **PLEASE consider coming to the Student Success Summit on Feb. 6**. Dr. King has sent out multiple announcements about this and we really need to improve our retention rates (as in the Board of Trustees had in-depth conversations with me about these issues at the January meeting because they were troubled about how our retention rates are dropping).
7. Our students have more **mental health issues** now than any point in the past. At the conference the Provost, Dr. Bavonese, and Dr. King are currently attending, the keynote speaker pointed out that student wellness is now the biggest threat to retention. When asking students why they were dropping out of college, the top two reasons were emotional stress and mental health reasons. In the past 10 years **rates of anxiety in college students have gone up from 17% (2013) to 36% and rates of depression have gone up from 22% to 41%** in the same time period.

- a. Be on the lookout for **suicidal tendencies** – From 2001 to 2021 the suicide rate among people in their early 20s surged by more than 60%; know how you will handle this if you see it
 - b. Remember that many things are out of their control (e.g., nationwide ADHD medication shortage right now; they may not have insurance for medication)
 - c. Make sure students do not know they can get diagnoses that will make them **eligible for Disability Resources** through both student health and counseling services. They do not have to rely on private insurance or personal physicians to receive accommodations.
 - d. Try to use the research from psychology to help them **decrease depression/anxiety**
 - i. **Exercise** is as good of treatment for anxiety/depression as antidepressants; encourage students to establish an exercise routine or take an exercise class
 - ii. Students who did 3 **random acts of kindness** a week for 5-weeks showed decreases in anxiety and depression equivalent to exercise and antidepressants
 - iii. Keeping a **gratitude/compassion journal** and tracking things you are grateful for also has shown marked decreases in anxiety/depression (many planners now have this piece incorporated in them)
 - iv. **Community or university service**, especially regular activities that focus on other people's needs (e.g., soup kitchen, volunteering at an animal shelter, leading an organization, etc.) turns your focus outward instead of inward
 - v. Finding a **sense of meaning or purpose in one's life** decreases anxiety/depression
 - vi. **Broaden and build theory of positive emotions** – experiencing negative emotions makes you turn inward and focus on defective aspects of yourself (e.g., shame), but positive emotions make you focus outward and literally make your visual/perceptual field wider, it makes you look for opportunities to connect to others, and it leads to seeking out and experiencing more positive emotions
 - vii. **Helping others** and **forgiveness** both lead to positive emotions and guilt reduction
 - viii. Help students with social connections by **building their emotional toolbox**; many students come with few emotion words (mad, sad) and it's like having a toolbox with a couple of tools – hammer, pliers. But, for better communication with others in work/school/personal relationships, they need more specialized tools for effective problem-solving (i.e., emotion words – annoyed vs. hurt vs. angry vs. livid).
8. Many students for the coming years are going to have **large COVID-related learning gaps**. This is only going to get worse over the next few years and the students with the biggest gaps won't arrive in college until 2027. Try to **avoid humiliating them** for missing prerequisite knowledge and skills. Humiliation leads to shame, and in extreme cases, rage. Many school shooters report being publicly humiliated as one of the precursors to their rampages. But, more than likely, they will just feel stupid and incapable and drop out, which we also don't want. Again, remember that we all need to work to increase retention!

9. Many students **lack good social support systems**. They do not have friends/family/significant others they can turn to for financial support, emotional support, or assistance with university issues. Be the person they can turn to and make sure you know where to refer them with these types of problems (e.g., you can issue Navigate alerts for financial issues, counseling services, tutoring, or computer issues, etc.).
 - a. **Loneliness** is on the rise – over 50% of all Americans say their experience substantial levels of loneliness
 - i. Less than 16% of Americans say they feel very attached to their local community
 - ii. **Prolonged loneliness is as bad for our health as smoking or obesity** and can generate anger, resentment, and even paranoia
 - iii. Loneliness and disconnection diminish civic engagement and social cohesion and increase political polarization and animosity
10. Along with that, a large number of our students are **first generation college students**. Thus, they are less likely to (a) challenge authority when given faulty/incomplete advice, (b) know how to navigate the university system, and (c) be more vulnerable to dropping out because their families may not be supportive in their decisions to go to college. So, when we say that students are ultimately responsible for making sure they are taking the correct classes, they honestly do not know that they can question advice given by an advisor or choose a different course of action or even a different section of a class than what they were advised to take. They may not know how to ask faculty for career advice or may be very scared to approach a faculty member during office hours for help.
11. Be aware of **minority group challenges and vulnerable populations** who may face additional barriers to education beyond what we are used to considering. Consider also participating in the **Safe Zone** training for LGBTQ+ students. The more ways we can meet our students' needs the better.
12. Take your **Title IX** training seriously. Know what you need to do as a mandatory reporter and how you have to navigate these very complicated situations. Be honored that a student is willing to come talk to you about these type of issues and that they feel comfortable enough to open up, but you also have to set boundaries and let them know your responsibilities. It is soooooo hard to interrupt a student mid-story to tell them you are a mandatory reporter and that you cannot keep this information a secret, but it has to be done.
13. We are in **Conference USA** now and that means athletes (from all sports) are going to miss more class. Although it is the athlete's responsibility to share with instructors when they are going to miss class, remember that they are balancing a lot and it may have just slipped their mind. Try to be as flexible as possible with these students and know that they have no control over when/where their events are scheduled and it is probably just as annoying to them to have to miss class so much as it is to you.
14. **Try an empathetic course design** (Saucier et al., 2022) – “the intentional infusion of empathy into one’s course structure, goals, policies, and interactions with students” (p. 101)
 - a. Use the syllabus to **inspire** and **establish rapport**, not just as a legalistic document
 - b. Talk about the value of every student; your respect for the physical and mental health and well-being of students that both normalize challenges (e.g., mental health

concerns) and provide info about campus resources to help (e.g., counseling services).

- c. Make a direct statement about your goal to use an **empathetic course design** (but be clear in your own head about the separation between empathy and leniency)
 - d. Make your **expectations clear and reasonable** and justify and communicate the reasons for your teaching practices.
 - e. In order to reduce student anxiety, having **predictable routines and deadlines** are important in classes, especially online classes.
 - f. Build in **mental health/prep/catch-up/reading days** when the course responsibilities are heavier or you anticipate students/faculty needing a break
 - g. Try to avoid having the bulk of the points at the end of the semester – spread things out more; give **more lower stakes assignments**
 - h. Consider **empathetic attendance policies** (e.g., missing a certain number of classes without penalty) **and late policies** (flexibility with deadlines or not punishing late work or by allowing a one-time free pass). Perhaps you ask students to preemptively request an extension in order to avoid a small penalty, or allow make-up exams, regardless of whether the absence was excused. Be transparent in these policies.
 - i. Frame things as “**Choices to Learn**” in that students currently have zero points in the course and have opportunities to accumulate points over the course of the semester through assignments, exams, etc. and they can complete these at their discretion. This frames things as a choice, not a requirement, and that each activity is an opportunity to earn points, not lose them. Consider **ungrading** (talk to Dr. Catlin!).
 - j. Create assignments that students will want to complete and you will want to grade (challenging, but not unnecessarily difficult); if possible, give students **autonomy** for assignments (e.g., choosing topics).
 - k. **Exam ideas:** Consider giving exams **online** at times students choose for themselves, rather than in-person during class time (and cancel class so students can use this time for exams if they choose). Consider letting students **use notes**, a “cheat sheet” or other resources to lower test anxiety. Consider making exams more **application based** which requires more critical thinking and makes it easier to give online or open-notes exams; only make exams comprehensive in a course that is designed to be comprehensive where skills are built over the entire semester.
 - l. Consider having **students write exam questions** and respond to them in paragraph form (e.g., maybe 10 questions in an upper-level class and one or two in a lower-level class). This again engages critical thinking, creativity, and may be easier to identify academic dishonesty (don’t know how this would work with AI).
15. Finally, **be an encourager!** Remind them how much they have improved or how close they are to graduating or how far they have come. Encouragement costs us so little, but goes so much farther in showing our humanity than we could possibly imagine. You never know when your words of encouragement will fill an empty hole in someone’s heart or literally save their life. And yes, I have had a student tell me, years later, that they were contemplating suicide on a day I just happened to say something encouraging to them in class and it kept them from following through that day. Your words carry so much weight in these students’ lives and it can make or break them. Choose to encourage, support, uplift, empathize, and care.

The following motions were proposed in the JSU Faculty Senate on November 13, 2023 and approved with a supermajority vote, as per the Faculty Senate Constitution. These motions were then provided to all full-time faculty members for a ratification by department by majority vote. Three quarters of the departments approved the Constitution change, as specified by the Constitution. The final step in the Constitutional change process is approval by the Board of Trustees. Thus, the following two motions are provided for your consideration.

**Respectfully submitted by
Heidi L. Dempsey
President Elect of the Faculty Senate
January 8, 2024**

Motion to Change the Faculty Senate Constitution Section 3 (2)

I, Heidi Dempsey, propose to change the Faculty Senate Constitution, Section 3, to add an additional meeting in August.

Rationale for proposed changes:

- (1) Since Faculty Senate's September meeting often has invited speakers and runs exceedingly long, and we have lost the May meeting due to contractual changes, I propose the addition of an August meeting on the Monday before classes start to welcome new members to the Senate, form committees, elect chairs, and discuss major issues that we want to address during the year before we have any visitors. This way our first executive committee meeting in September can have committee chairs present and Senators can have questions prepared for September visitors.
- (2) I propose adding flexibility to the scheduling of Faculty Senate meetings to be the second or third Monday in order to avoid overlapping with Board of Trustee meetings, and to be able to have Executive Committee meetings on the second Monday when there is a holiday the first Monday (like Labor Day).

Constitution

Section 3.

(2) The Faculty Senate shall assemble at least once in every month from August to April of every year, and such meeting shall be on the second or third Monday of each month unless the Senate shall by resolution appoint a different day.

Motion to Change the Faculty Senate Constitution Section 5

I, Heidi Dempsey, propose to change the Faculty Senate Constitution, Section 5, to add a statement regarding the accountability of the Provost to respond to Faculty Senate Resolutions.

Rationale for proposed changes:

The Provost pointed out in a recent meeting that there is nothing in our Constitution which states that the administration is required to provide a response to any of our recommendations or resolutions. Thus, we should provide (1) a requirement that a response is issued, (2) a method by which a response should be given, (3) the person who should be required to respond, and (4) a timetable for a response. Also, it only says “resolution” in the wording and does not include “recommendations,” which should also be addressed.

Section 5. Every recommendation and resolution that shall have passed the Faculty Senate shall be presented to the Provost and Senior Vice President for Academic Affairs for consideration and appropriate action. The Provost and Senior Vice President for Academic Affairs will acknowledge, in writing, the receipt of any Faculty Senate resolutions, no later than 5 business days after delivery. The Provost and Senior Vice President for Academic Affairs will provide a written response to the resolution by the next regularly scheduled Faculty Senate meeting.

JSU FACULTY SENATE 2023-2024
Resolution #2324-02

Resolution Regarding Academic Advising

Whereas, it is the primary responsibility of academic advisors to ensure that students maintain adequate academic progress in their degree programs, and

Whereas, JSU has invested a great deal of time and money into creating a centralized academic advising system for JSU students, and

Whereas, some students have been able to bypass the academic advising system through non-academic advisors, athletics advisors, or secondary advisors,

We, the faculty resolve that before registering for classes, all JSU students should be required to receive approval from their academic advisors in their major, in addition to any required secondary advisors. This approval process shall be documented in a manner determined by the Assistant Vice Provost for Advising.

Currently, there is no JSU policy about how the Faculty Handbook should be revised. This policy has been created by the Faculty Handbook Committee to codify this process as we move forward. We are asking that this policy be approved by Faculty Senate, Council of Deans, and Department Head Council.

Faculty Handbook Revision Process

To assess the faculty handbook policies and procedures, there shall be a standing Faculty Senate committee called the Faculty Handbook Committee which is charged with reviewing, modifying, and approving changes to the JSU Faculty Handbook. This committee will work with Faculty Senate, Council of Deans, Department Head Council, and the Provost and SVPAA to ensure that the Faculty Handbook is consistent, accurate, equitable, and reflects current JSU policies, procedures, mission, and values.

The Faculty Handbook Committee will consist of one dean, two department heads, one Faculty Senate Executive Committee member (at time of appointment), two Faculty Senate Advocacy Committee members (at time of appointment), three at-large faculty members, and the Provost and SVPAA (or designee). Committee appointment will be for a three-year term and will meet either when (a) a modification to the Faculty Handbook has been recommended or (b) there is a call from the Provost and SVPAA for a full handbook review and revision (which should occur every 5 to 7 years). The Provost and SVPAA, Faculty Senate, Department Head Council, Council of Deans, or Faculty Handbook Committee may make recommendations for revisions to the Faculty Handbook. Minor changes to policies and procedures, such as wording clarification, title changes, links to new university policies, etc. may be approved by the committee and Provost and SVPAA for immediate inclusion in the current version of the handbook. Substantive changes to policies and procedures, including full handbook revisions, must be approved first by majority vote of the Faculty Handbook Committee, then majority vote of the Faculty Senate, Council of Deans, and Department Head Council.

Approved January 22, 2024

Faculty Senate Agenda
February 12, 2024
3:15 pm HCL 1103C

In attendance: J Godbey, T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, B. Norvell, A. Newton, R. Ahmed, K. Walker, E. Hardy, B. Hankins, L. Ingwerson, C. Clark, C Kirk, K. Johnson, C. Huang, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, L. Barrow, S. Mikel, S. Cofield (for C. Inman), H. Dempsey, A. Crawley, A. Alhammouri, J. Long (for K. Wickersham) J. Ross, J. Watkins, J. Johnson, A. Crawley, R. Overton

Key: Green – present, Red – absent

Guest – Anna Barrett (Chanticleer), David Dempsey

? made a motion to approve the amendment “?” to the second to last sentence. ?seconded. Then same people first and seconded to approve the amended resolution as read and it was approved.

? made a motion to accept the policy as read. ? seconded and it was approved.

I. Introduction – President Overton

Good to see everyone. A lot to do today. Appreciate all work we are doing.

II. Provost Shelton

a. Response to Academic Advising Resolution passed on 1/22/24

b. Copy of Academic Advising Resolution and Provost response. Main point – audit in process for student success center. Going to make change but want to let audit occur so want to wait for findings of audit. Conducted by Skip Clark and will convey to BOT.

c. Thanked all of us for serving on various committees. Want to move towards a more aggressive approach to faculty involvement and shared governance. Plan is to spread the love to allow more faculty to be on various committees. Expect growing pains and work together as partners, not adversaries. Need to have conversations on both sides for any resolutions. Leadership training – need to learn a skill set for different meetings with different populations so use resources to improve

d. SACSCOC visitors – arrive on Sunday and will visit various locations on campus throughout the week. Remind all to wear nametags and to communicate with visitors (March 11 – 14).

e. Dr. King wanted to convey his appreciation for those that attended SCC Summit.

III. Approval of Minutes

J Ridlen made a motion to accept the minutes as read. K. Johnson seconded, and it was approved. All in favor, none opposed.

IV. Vice President Report – H. Dempsey

1. Contract Improvement – H Dempsey presented. Gave various scenario examples (A, B, and C). Discussion ensued. Provide written feedback with comments to H Dempsey (Faculty Senate Rep)
2. Salaries –Still working through proposal
3. Summer salaries - no summer salaries will change this summer
4. Extended Deans' Council Update – no new news
5. Faculty Handbook – will take longer than expected
6. Faculty Survey – need feedback, will be coming out from Provost Shelton's office
7. Speaking about a new Senator orientation – send feedback to H Dempsey to help with transition

V. Committees

a. Bylaws Revision

- i. Discussion and Voting on Amendments presented 1/22/24 led by H Dempsey

J. Ridlen made a motion to accept the policy as read. M. Sciuchetti seconded and it was approved. None opposed.

- ii. Discussion of Amendments presented 2/12/24 discussion led by H Dempsey. Definition of Faculty. Asking for feedback

b. Faculty Honors Committee presented by K Johnson

- i. Emeriti recommendation – streamline the process and make it mean something. EC recommended to add 'who is familiar with that person's work' after 2 additional letters of recommendation

K Johnson made a motion to approve the amendment with addition from EC. J Ridlen seconded. Then same people first and seconded to approve the amended resolution as read and it was approved.

- ii. Vote to approve recommendation and send to Faculty Handbook committee

K Johnson made a motion to accept the policy as read. J Ridlen seconded and it was approved to send to Faculty Handbook committee. None opposed.

c. Advocacy

- i. Parental Leave Policy Discussion – J Ridlen led discussion on this. Plan to bring a resolution to comment on. Send feedback to J Ridlen or L Ingwerson. Meeting with Dr. Harmon and HR to work through this. Discussion ensued and suggested to ask about policy for parental leave could be covered by sick leave bank. Staff vs. faculty and how apply to 12-month vs. 9-month employees. Looking for a sense of where we stand.

d. Policies

- i. Tuition Assistance Recommendation – discussion on recommendation led by committee. Provide feedback to Policies Committee. Suggestion to consider asking for numbers/insights as well

Motion to accept recommendation. B Norvell made first and T Ridlen seconded.

e. Admissions & Academic Progress

f. Elections

- i. Talk to Allison if you are interested in being President-Elect/VP, Secretary, or Historian next year...we need nominations for these positions by the March meeting. Discussion led by A Newton as running into problems with President-elect, but then nominations were secured for all three positions from the floor

A Newton will send a form showing who is rolling off and asking for any additional nominations

g. Faculty Handbook

VI. New Business?

VII. ***Motion to adjourn – J Ridlen first and L Ingwerson seconded.**

Faculty Senate Vice President Report by Heidi Dempsey
February 12, 2024

1. There is not a lot to update everyone on in this Vice President's report. I have attended many meetings for many committees which have projects still in the works, but no major outcomes to report at this time. This is the update from the **Contract Improvement Workgroup**:
 - a. I brought forward concerns from faculty, department heads, and administrative assistants regarding the adjunct/overload contract process (e.g., not receiving contracts until faculty were already teaching the class, not knowing what the salary would be until seeing the contract, the short turnaround for signing contracts, etc.). I met with Provost Shelton and Kim Turner (chair of the committee) about these concerns and tried to figure out some of the "quick fixes" and other issues that needed more discussion. Not surprising, most issues were fairly complex.
 - i. For example, if we try to issue contracts earlier on the prorated classes, faculty may not end up getting paid the correct amount because students may add/drop after the contract is issued. If we issue a contract the week before classes start and P. Smith has 6 students enrolled, then the contract would cover those 6 students. But, what if 2 more enroll during drop/add? Or what if 2 drop? We either have to amend the contract or not have him get paid for the additional students (or get paid extra for students he is not teaching). But amending the contract takes a fair amount of effort for all of the signers and increases the likelihood a mistake will be made. However, if we wait to issue the contract until the end of drop/add when the enrollment numbers have finalized, we may not make the payroll deadline to be able to pay P. Smith the first month. Which do faculty prefer (see scenarios below)? Feel free to let me know... (Note that B is what we used this semester)
1. **Scenario A:**
 - Getting paid a month later (e.g., March for first payday in spring for adjunct/overload)
 - Being paid the correct amount (no amendments needed)
 - Having enough time to be able to discuss issues with department head, dean, or Provost (e.g., classes that got prorated but were not supposed to be)
 - Faculty not having a signed contract before classes begin (although they can talk to their department heads and administrative assistants about what was submitted)
 - Likelihood of contract errors are lowest in this scenario (because there is time for enrollment to stabilize and times for discussions before signing)
 2. **Scenario B:**
 - Getting paid a month earlier (e.g., February first payday in spring for adjunct/overload)

- Having a very quick turnaround time for faculty signatures and no time to discuss if there are issues with the contract because we will have to wait until the last possible minute to get the best possible enrollment estimate and still make the payroll deadline
- Having to amend contracts after they are signed by faculty if enrollment changes to increase or decrease pay (unlikely).
- Note, this scenario also puts a huge amount of pressure on the Provost and those who have to sign after her because they have to process a large number of contracts in just a few days instead of being able to space them out
- Likelihood of contract errors is moderate (due to time crunch)

3. Scenario C:

- Having contracts issued well before classes begin (e.g., several weeks before)
 - Getting paid a month earlier (e.g., February first payday in spring for adjunct/overload)
 - Having to amend contracts after they are signed by faculty if enrollment changes to increase or decrease pay (very likely, especially if we verify enrollment at the census date by which some may have already dropped)
 - All of the people signing contracts would have to do twice as much work because all contracts would have to be gone through at least twice (once at original signing and then once again after enrollment is checked after add/drop or at the census date to verify final enrollment numbers)
 - Likelihood of contract errors is high (due to having to double process and change many contracts)
- b. Then we met as a full committee to continue to discuss those issues that needed “more discussion” and possible solutions to them. We are still working on these solutions because, as you can see above, it is a very complex process with a lot of moving parts. But, please let me know which scenario makes the most sense to you and seems reasonable for all parties involved.

2. Salaries Committee Update

- a. We are still working through our proposal. We have met once as a committee since the last Faculty Senate meeting and have a second meeting this week. I also had a preliminary meeting with Provost Shelton, Dr. Harmon, and others in her group to discuss ballpark figures and outline where we are with the proposal. Based on that feedback, there are some tweaks we will make to the proposal which Provost Shelton and I discussed yesterday and then we will continue our discussions with Dr. Harmon and work toward finalizing our proposal. After that, we will look at the next steps forward to present it to the President, Cabinet, Board of Trustees, etc.

3. Summer Salaries

- a. Provost Shelton and I have been discussing summer salaries with several different groups. For example, we are discussing it with the Salaries Committee because we need to know if we need to change the summer salary structure in order to help offset

the cost for faculty base pay raises (the money has to come from somewhere). And she has been talking about it with the deans to see what their take is.

- b. So, where we are currently is that we are going to **keep summer salaries exactly the same this summer as last summer**. Thus, you need 12 undergraduate students or 10 graduate students in order to get paid your full summer differential (for a 3 credit class it is 3/32 of your base pay). If you have less than that number it will be prorated. Thus, if you have 7 undergraduate students in a 3 credit class, you would get 7/12 of 3/32 of your base pay (if your base salary is \$60,000, then $7/12 \times 3/32 \times \$60,000 = \$3281.25$). If there are less than 5 students your dean and department head will decide whether the class should be cancelled. If you are unclear what your contract amount should be or if you do not wish to teach the class for what is being offered, please let your department head know as soon as possible so they can make decisions about what to do with the class. Note that you cannot average across classes to increase pay, even if they are in the same summer term (e.g., if you have 7 in one class, but 30 in another, you cannot get full pay for both classes). Also, make sure you double check the math on your contract and talk to your department head and administrative assistant if you have questions. I have recently found some contracts where the math isn't done correctly but no one caught it.
- c. The Faculty Salaries Committee may make a recommendation about summer salaries as part of their proposal, but this is only a recommendation for consideration, based on the need to offset the cost of raises. The Provost plans to talk more extensively about summer salaries with different groups, including faculty groups, before making any final decisions.

4. Extended Deans' Council Update

- a. Provost Shelton has added a Faculty Senate Executive Committee member to the Extended Deans' Council as part of her desire to move JSU toward a stronger shared governance model. This will allow the Senate representative (currently me) to be able to bring faculty issues of concern directly to the deans and work with them on the development of faculty-related policies and procedures. We can also more easily keep them abreast of issues that Senate is working on and be able to ask for feedback from them before relevant resolutions and recommendations are passed. The Provost and I both hope this allows both groups to more effectively communicate and work toward our common goals.

5. Faculty Handbook

- a. This group has not met since the last Senate session, but is planning to meet next week. The Handbook revision policy has now passed Faculty Senate, Deans' Council, and Department Head Council. Thus, the committee now officially "exists" and has the charge to revise the Handbook. Our first task is to move it into the new format and update the incorrect information at the very beginning (e.g., some positions do not exist any longer or certain roles or committees have changed). Since these are just editorial changes they only have to be approved by the committee, which is good because we need to get this part done and posted on the Academic Affairs website before SACSCOC on March 12. We are currently working on some of the other

substantive changes to sections in small groups and will bring each piece to Senate for consideration once the committee has reviewed and approved these changes.

6. Faculty Survey

- a. The Provost and I have been working on a Faculty Survey to help us be aware of and prioritize faculty needs and concerns. This survey also addresses topics such as faculty motivation, morale, engagement, burnout, work-related issues, FARs, and governance (including the Provost's and my initiative to increase transparency and shared governance). The Provost will be sending this soon, so **be on the lookout for it and please fill it out**. We genuinely want to know what you feel and what we should prioritize in the coming year to help increase faculty motivation and morale. I also set it to be completely anonymous and will only provide the administration with aggregated college-level feedback so no individually identifiable responses will be shared. It's kind of long, but we wanted to give people lots of opportunity to tell us exactly what the issues are, if they wish. If you do not want to provide extensive feedback, you can skip, or minimally address, the open-ended answers.

7. Student Success Summit

- a. I think the Student Success Summit went well! I attended the entire day and was happy to see how large the turnout was. Further, it was great fun when they asked their big question at the beginning of second session about who knew what our retention rates currently are and all of the faculty raised their hands because it was in the last Senate agenda (I literally used their slide so everyone had seen that exact slide before)! And, then they asked about whether we knew about the mental health issues facing students and how it related to dropout rates and all of the faculty nodded because I had already given you all the mental health data from the EAB conference Dr. King, Dr. Bavonese, and Dr. Shelton had attended in the last VP Report! Yay! I felt really proud of our faculty for being so on-top of things!
- b. But, there was still so much to learn in the conference! I think one of my favorite moments was when the employers all agreed that writing skills were one of the most important things they were looking for in graduates. That made me feel like our writing across the curriculum initiative is definitely on the right track, and even though it is a huge pain to grade writing in all of these classes, it does make our students more employable.



PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

JACKSONVILLE STATE UNIVERSITY

Dear Faculty Senate:

This information is in response to the Academic Advising Resolution regarding all students as presented to me via email on January 22, 2024. Investigating the request within the resolution has resulted in conversations with the following individuals within Academic Affairs:

- Dr. Tim King – Vice Provost
- Dr. Janet Bavonese – Assistant Vice Provost for Advising
 - Dr. Bavonese communicated with various advisors
- Dr. Channing Ford – Dean, Graduate School

The following individuals within Athletics were contacted:

- Greg Seitz – Athletic Director
- Tracy Broom – Assistant Athletic Director for Academics

With the progression of centralized advisement and with the oversight of this process by Dr. Janet Bavonese, we are continuing to work to ensure all students seek advisement from their academic advisor before registering for class. The centralized advising model began in Summer 2022, with advisors assuming all new students arriving via GO! Orientation as well as those who arrived by transfer or returned to finish a degree. At that time, only students who were entering in these ways were assigned to professional advisors, and faculty retained those students they were already advising. Each year, as new freshmen, transfers, and degree completers came in, professional advisors were responsible for more students. Additionally, as faculty departed the university, any students assigned to the faculty were transferred to the advising team. Currently, approximately 7,123 undergraduate students are advised by professional advisors.

After collaboration with Dr. Bavonese, I feel confident to convey that the majority of undergraduate JSU students who are advised by professional advisors via the centralized advising model are seeking approval from the academic advisors in their major. To my knowledge, all undergraduate students who are still advised by faculty also must seek approval from them. For student athletes, which is a subset of the general student population, we do have some areas for improvement. Currently, there are 370 student athletes (per G. Seitz) enrolled at the undergraduate and graduate levels.

After reviewing feedback from Dr. King, Dr. Bavonese, and Tracy Broom, we have discovered several opportunities to improve the process for student athletes as it relates to advising. Student athletes are not required to meet with their academic advisors; however, the attached document does provide insight into the percentage of student athletes making and keeping appointments with their advisors as compared to the general population (with student athletes removed). The remaining gap to 100% for non-student athletes is accounted for with pending graduation (they typically don't see students in their graduation semester, but they are still counted in the load), attrition (students stopping out or transferring), etc. The student athlete population parallels the general population in this manner. Academic advisors run multiple advisement campaigns to try and capture all potential students, and these campaigns include student athletes. Early appointment campaigns are launched specifically for student athletes to encourage them to see their academic advisor early in the advising window. Later this Spring, Dr. Bavonese plans to implement the enrollment campaigns in a similar manner. These will be differentiated to capture only students who have not enrolled but were already advised.

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PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

JACKSONVILLE STATE UNIVERSITY

In terms of process, all student athletes are assigned an academic advisor, and athletic advisors clear the student athletes. They also receive the advisement campaigns as the other students do. Per Tracy Broom, the system is set up to require student athletes and/or special population students to have an alternate pin number in the system, or they will not be able to register on the early registration date. This is different from a regular student whose alternate pin numbers must be removed for them to register for classes. According to Ms. Broom, when athletic advisors meet with their student athletes, one of the first questions asked is whether the students have met with their academic advisor. If a student athlete has met with their academic advisor, then that information is logged into Navigate. Some academic advisors may send a follow up email (per Dr. King) but not everyone does as the information is logged in to Navigate. Navigate is the primary tool used by academic advisors for documentation of interactions with students. The use of Navigate is not as widespread with athletic advisors. This is an area identified for improvement to ensure everyone is aware of the best communication plan between athletic advisors and academic advisors. Additionally, we are aware that, because student athletes are not required to see their academic advisor, even though it may be strongly recommended, the compliance will not be as great. This will be part of a continuous improvement discussion.

At the graduate level, graduate students are advised by the program director or advisor of their academic program as it allows those students to also be mentored regarding career goals. All graduate students must receive their registration pin prior to registering with the exception of the MBA program. Applicants entering the MBA with unconditional admission and who remain in good academic standing have their pins automatically waived. If at any time those students fall out of academic good standing, their pins are added back to their accounts and advising is required. We are discussing piloting more programs with this registration strategy, but nothing has been put into place yet. At the graduate-level, student-athletes must meet with their program advisor and athletic advisor prior to registration. However, we have found that there are instances where the student-athlete deviates from the guidance provided by the academic advisor in favor of the athletic advisor. The Graduate School also talks regularly with the athletics to ensure they are aware of any potential issues students may encounter when registering for their courses as well as meeting progression goals for degree completion.

Next steps associated with this initiative include the following:

1. Provost Shelton will meet again with Greg Seitz to review the overall situation.
2. A continuous improvement meeting will be held with Drs. Shelton, King, Bavonese, and athletics staff to include Tracy Broom, Greg Seitz, and possibly Misty Ray
 - a. The conversations will weigh out the pros and cons associated with the current system to include process for communication between athletic advisors and academic advisors, mandatory requirement for academic advisor meetings, touchpoints for discussion and evaluation of changes.
 - b. The meeting will discuss opportunities for academic advisors to work in collaboration with athletics to improve attendance at pop-up advising campaigns.
 - c. Dr. Bavonese will offer professional development to academic advisors as it relates to any changes resulting from these discussions. Tracy Broom will provide direction and/or training to athletic advisors based on what is determined in this discussion.
 - d. Evaluation of additional personnel needs to ensure adequate support and communication will occur.
3. No further steps will be taken related to graduate students.



PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

JACKSONVILLE STATE UNIVERSITY

4. Another important point to note is that a Student Success Audit is occurring under the purview of Internal Auditor, Skip Clark. This audit is reviewing intricate details of advising as well as the interaction and relationship between the athletic advisors and the academic advisors. As with all audits conducted, Skip will provide the report to those within Academic Affairs as well as the president, Cabinet, and BOT. He will include recommendations within the audit based on his findings and information received from other higher ed institutions.

Due to the timing in the semester, the pending SACSOC visit, the outcome of the audit, and necessary meetings that must occur to continue this discussion, I anticipate an amenable plan will be finalized toward late summer in time for early fall. I am happy to update the entire Senate or the executive leadership at that time. I am also happy to share the audit findings, when available. It is anticipated that will be completed by end of the semester. If you have any questions or further concerns, please let me know.

Thank you,

A handwritten signature in black ink that reads "Christie Shelton".

Christie Shelton, PhD, RN

Provost and Senior Vice President for Academic Affairs

Fall 2023

Team	Appointments Created	# of Distinct Students	Reported Attendance Outcomes			Team Appointment Rate	Team Attendance Rate
			Scheduled	Drop-In	No-Show	Canceled	
(ALL) Student-Athletes	461	289	241	70	53	97	69%
Baseball	65	41	36	8	12	9	76%
Football	154	101	71	27	30	26	60%
Men's Basketball	17	9	8	4	2	3	60%
Men's Cross Country	10	9	9	0	0	1	82%
Men's Golf	22	10	8	6	4	4	58%
Men's Tennis	15	9	7	2	2	4	75%
Rifle	7	5	4	2	0	1	50%
Soccer	39	24	26	3	0	10	79%
Softball	30	20	21	3	0	6	95%
Volleyball	19	14	12	0	1	6	69%
Women's Basketball	18	10	9	4	0	5	54%
Women's Bowling	14	6	3	4	0	7	67%
Women's Cross Country	0	0	0	0	0	0	0%
Women's Golf	6	5	4	1	0	1	100%
Women's Tennis	18	8	5	5	1	7	100%
Women's Track and Field	27	18	18	1	1	7	81%

General Population - ACAD Code	Appointments Created	# of Distinct Students	Reported Attendance Outcomes			Appointment Rate	Attendance Rate
			Scheduled	Drop-In	No-Show	Canceled	
(ALL Colleges) General Population	13,939	3,994	7,774	2,031	1,397	3,061	90%
CAHS	3,651	1,028	1,958	659	362	760	86%
CBI	3,087	957	1,721	358	356	717	88%
CEPS	1,772	603	948	357	120	370	90%
CHPW	3,883	1,139	2,444	432	411	881	95%
CSBS *minus Sharee Hutchinson	1,546	267	703	225	148	333	91%

*Sharee Hutchinson (Sr. Lead CSBS) is the only team member not yet using Navigate Care Unit for advisement records. She is still working off her originally assigned group (from prior to the advising initiative) and continued to maintain file folder records with some advising via email. For the Spring 2024 Advisement Campaign, Sharee is transitioning to the Navigate Care Unit. Sharee has 402 assigned advisees, and had 330 appointments where students attended for advisement, giving her a total appointment rate of 82%.

JSU FACULTY SENATE 2023-2024
Recommendation #2324-03

Recommendation Regarding Emeriti Appointments

Whereas the selection guidelines for determining Emeriti Appointments in section 2.1.7.1 of the Faculty Handbook, noting “outstanding contributions in teaching, scholarship, or service/community engagement,” are generalizations and lack emphasis on continual, sustained contribution over the ten-year interim in consideration.

Whereas the Honors Committee routinely approves every nominee for the Emeriti Appointment, resulting in diminished value of the honor.

Whereas the “Emeritus Nomination Procedures” website information is inconsistent with catalog language.

Whereas faculty seeking to nominate colleagues provide vague or weak supporting materials that fail to illustrate the nominee’s *sustained contributions*.

1. The Honors Committee recommends revising the Faculty Handbook language in section 2.1.7.1 that states:

“Retired professors, associate professors, assistant professors, instructors, and administrative staff who have been in the service of the university for 10 or more years are eligible for emeritus status. For faculty, they must have been members of the faculty who have made outstanding contributions in teaching, scholarship, or service/community engagement. For administrative staff, they must have made a significant contribution in service to the university.”

The Honors Committee recommends the following changes to the handbook language to emphasize the importance of sustained, continued contribution and to clarify nominee categories:

“Faculty, administrators, non-academic administrators, and Posthumous nominees who have been in the service of the university for 10 or more years are eligible for emeritus status. Faculty seeking an Emeriti Appointment must be able to demonstrate continuous, sustained contributions in teaching, scholarship, or service/community engagement through the duration of their career at JSU. Administrative staff must also evidence sustained, continuous contribution in service to the university.

Nominees will submit application packets including an updated CV, letter of recommendation from the nominator, and two additional letters of recommendation. Application materials should evidence criteria that demonstrates achievement of their academic rank, sustained throughout the nominee’s career.

2. The Honors Committee recommends that the following changes and additions to the website:
 - a. An addition to #2: “Nominations must be submitted by application. *A complete application packet must include an updated CV reflecting continuous, meritorious activity over the nominee’s career; a letter of recommendation by the nominator, and two additional letters of recommendation.*”
 - b. A change to #3: *All nominations, including Posthumous, should be made within three years of the nominee’s departure from the university.*
3. The Honors Committee recommends that Emeriti Appointments be recognized as part of the annual Faculty Awards ceremony occurring each spring semester.

Approved February 12, 2023

JSU FACULTY SENATE 2023-2024
Recommendation #2324-02

Recommendation Regarding the Tuition Assistance Program Policy Number 1:03:02

Whereas, the current “Potential Payback Obligation” provision that “if an Eligible Employee does not remain employed at JSU for two years from the date of the last tuition assistance received (whether for the Eligible Employee or Eligible Dependent), the Employee shall be required to reimburse JSU for the amount of the tuition benefit received”

- Is inequitable because it takes into account neither the number of years an employee has worked at JSU before the tuition assistance is used (e.g., an employee with 20 years of employment at JSU before using tuition assistance has the same 2-year payback obligation as a person with 1 year of employment at JSU using tuition assistance), nor the many variations that can occur in the timing of when tuition assistance is used over an extended employment period, and
- Could result in difficulties when an employee leaves JSU owing payback, both for the employee in finding the money required and for JSU in collecting it, and
- Could result in disputes and bad feelings regarding the interpretation and enforcement in individual cases of the ambiguously phrased qualification in this provision that “The Payback Obligation may not apply if the Employee is terminated as part of a reorganization or reduction in force or service retirement”, and
- Could force an eligible dependent who is also an employee to decide between two penalties: using their own benefit to avoid paying considerable fees, and using their spouse’s or parent’s benefit to avoid having to wait two years after earning a degree or other credential from JSU to use that credential to seek a better job,

The JSU Faculty Senate recommends that the eligibility condition that an employee be

“A full-time, benefit eligible employee of JSU or JSU’s ROTC department with at least one (1) year of full-time service”

Be changed to read that an employee be

“A full-time, benefit eligible employee of JSU or JSU’s ROTC department with at least two (2) years of full-time service”

And that the “Potential Payback Obligation” section be removed from the policy.

JACKSONVILLE STATE UNIVERSITY
FACULTY SENATE
March 11, 2024
3:15 pm

J Godbey, T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, B. Norvell, A. Newton, R. Ahmed, K. Walker, E. Hardy, B. Hankins, L. Ingwerson, C. Clark, C Kirk, K. Johnson, C. Huang, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, L. Barrow, S. Mikel, C. Inman, H. Dempsey, A. Alhammouri, J. Long (for K. Wickersham) J. Ross, J. Watkins, J. Johnson, A. Crawley, R. Overton

Guests: David Dempsey (MCIS alternate), E. Ray (SGA Cabinet), T. Thatch (SGA President), E. Stardy (CTEPS)

Key: **Green – present**, **Red – absent**

- I. Welcome – President Overton
- II. Approval of Minutes

L. Ingwerson made a motion to accept the February minutes as read. K. Walker seconded, and it was approved. All in favor, none opposed.
- III. SGA President Tierra Thatch and Ethan Ray: **Navigate attendance discussion to ask our opinion about keeping it updated for student attendance primarily. Other ideas and thoughts ensued.**
- IV. Standing Committee Updates
 - a. Advocacy – **working on two areas – Parental Leave and T&P. 1) Met with Arlitha Harmon and Allison Casey; need to meet again to formulate a policy that is amenable to the majority; and 2) Tenure and Promotion Guidelines – draft proposal is to go back to 3 categories to include Research, Teaching and Service that would include Collegiality as a part of each of those.**
 - b. Policies - **none**
 - c. Elections – **need faculty alternates**
 - d. Faculty Honors - **none**
 - e. Admissions & Academic Progress **none**
 - f. Handbook - [Faculty Handbook - Academic Affairs \(jsu.edu\)](https://www.jsu.edu/faculty-handbook); Emeriti changes are making the department head and deans' council rounds
- V. Dr. Overton and Dr. Dempsey met with President Killingsworth last Tuesday and we discussed many topics such as the role of faculty and Faculty Senate in shared governance and where we see communication issues that need to be addressed.
 - a. We also asked that a Faculty Senate representative attend the college check-ins with the President and Provost so we can hear issues that the faculty bring up to help shape our agenda for the coming year.
 - b. We also discussed the plan to have joint meetings next year between the President, Provost, Faculty Senate President, and Faculty Senate Vice President to increase transparency and make sure we are all on the same page.
 - c. The President also agreed to increase the compensation for the Faculty Senate President, in conjunction with a Senate workload plan for each term. This will help keep the President accountable to the President/Provost/Senate in terms of expectations for their service.
 - d. The President also agreed to create an Admissions Standards Committee. We are still working on the membership for this, so it probably will not be finalized until April. However, he did commit to its creation, which is what Senate had requested before our March meeting.

- VI. Policy Updates
 - a. 1:02:24 Employee Mandatory Self-Reporting of Criminal Offenses – we had offered a few minor suggestions in October on this policy which were changed by the policy owners; Executive Committee voted to approve the policy because it only had minor corrections
 - b. 1:01:01 Policy on Policies – being updated because the Provost wants to revise the UEC make-up and change how the discussion process works

- VII. Faculty Senate Bylaws Ad-hoc Committee
 - a. Major rewrite has been sent out. Please read and thoroughly review. Send feedback BEFORE April 1 Executive Committee because we will NOT have time in the April 8 meeting to go line-by-line through this. We will just need to address any proposed amendments and/or concerns that have been raised prior to the meeting and then vote. Here is the short version of it:
 - i. We renamed some of the committees and separated out their charges (Faculty Advocacy = faculty handbook/policies, Student Retention = student-related policies, Policies & Campus Planning = policies & procedures manual)
 - ii. Expectations for President (monthly meetings with JSU President/Provost/Senate VP, call Senate meetings in summer in emergencies, close Senate meetings to all but voting members, represent collective faculty, meet with Chief External Affairs Officer, 12-month role, \$7500 stipend for summer and 2 course release in fall and 1 spring with a workload plan)
 - iii. Expectations for Vice President (similar to president role, \$500 stipend summer, 1 course release fall and spring)
 - iv. Past president, secretary, historian roles
 - v. Criteria for election to Senate; departmentally removed Senators cannot serve again
 - vi. Open meetings, ex-officio members
 - vii. Policy voting by executive committee

- VIII. Proposed schedule for next year. **Discussed at length. Asked Provost Shelton to issue service letters at end of year for members of Faculty Senate. On-boarding possible through Canvas Module.**
 - a. In order to make shared governance work, we need to meet more often so we can have input into issues in a timely manner; also, meetings need to be shorter, which they can be if they are more frequent and we don't have a whole month's worth of business to take care of; Executive Committee also needs to have regular meetings with the Provost to be able to work with her on Senate issues outside of Senate meetings so we become a faculty leadership team, not just a few faculty leaders
 - b. Thus, I am hoping to schedule full Senate meetings for next year to be twice monthly (usually second and fourth Mondays). I plan to contact incoming senators, deans, and department heads so they are aware of this (including August meeting). We will also be switching location of meetings to Merrill B01 (the room in the basement with the horseshoe shape) to better facilitate discussion. I plan to send calendar invitations soon.
 - c. Executive Committee would meet on the opposite weeks (first Monday if we have business that needs to be addressed and third Monday with the Provost).

- IX. Faculty Salary Review Committee – We had about 50 people attend the first meeting Friday 3/8. The presentation was about 30 minutes and then we spent another 30 minutes on questions. Overall, there was broad support for the plan. We are hoping for an even bigger crowd for the next presentation this Thursday 3/14 in Merrill B10 so we can garner support and feedback for this and move it forward to the President and Cabinet. **Encourage faculty to come to.**

- X. Faculty Survey – Please encourage faculty to fill this out ASAP if they haven't already; I was requested to have the data summarized for the Provost before the college check-ins. **Please fill out if have not**

XI. College Check-ins – Please encourage all of your faculty to attend these. It’s your opportunity to talk to the President and Provost face-to-face and connect with them. They honestly want to hear from you about your concerns and ideas for improvement!

XII. Faculty Senate Committee preferences – Need before April 1 if you are staying on Senate next year or Executive Committee will have to assign you to one. **If staying on Senate, please do**

a. <https://forms.office.com/r/u09MpXzhJ3>



XIII. New Senator Orientation will be in early fall.

a. SACSCOC onsite visit is happening now! Wear your **nametags**, please. If you are asked a question by a visitor, answer honestly (but only answer the question asked). **JaxMix is the QEP!** We should know by Thursday morning how the campus visit went. The President should send out a campus-wide announcement about that.

XIV. April 8 Meeting

- a. If you are rotating off, please bring your replacement Senator with you, if at all possible. This is their chance to meet everyone and get to know everyone.
- b. Elections at the next meeting, including committee chairs
- c. **Gathering at the JSU President’s house at 4:30 April 8** (immediately after our last Senate meeting). Need a count of who is going to attend by March 24, 2024



<https://forms.office.com/r/zPU8btuj7m>

XV. Update from Student Success

- a. Please encourage students to attend spring career fairs and other career related events. It's hiring season, and we want employers to hire JSU students. And it doesn't matter if students are in their first year or last year. It's good practice for younger students and obviously a potential job for pending graduates.
- b. One Stop Shop on Tuesday March 12th from 11:30 to 1:30, TMB Auditorium. The first 100 students who attend will receive a Chic Fil A sandwich coupon. This event also appears on the JSU Events Calendar. The One Stop Shop is an opportunity for students to speak with representatives from departments around campus and receive assistance if needed. For example, a student can set up a tutoring appointment, speak with financial aid about FAFSA, make sure their student account is in order, etc...

XVI. Faculty Concerns?

XVII. Announcements?

XVIII. Motion to adjourn –**K. Johson first, J. Ridlen seconded**

Faculty Senate 2024-2025 Schedule

Meetings: 3:15-4:30 pm, Merrill B01

August 19: Full Senate

September 9: Full Senate

September 23: Full Senate

October 7: Full Senate

October 21: Full Senate

November 1: Full Senate

November 18: Full Senate

December 9: Full Senate

January 6: Full Senate (if not BOT)

January 13: Full Senate (if not BOT)

January 27: Full Senate

February 10: Full Senate

February 24: Full Senate

March 10: Full Senate

March 31: Full Senate

April 14: Full Senate (if not BOT)

April 28: Full Senate

Faculty Senate Vice President Report

March 11, 2024

Dr. Heidi L. Dempsey

1. As everyone knows by now, it's SACSCOC accreditation week. The visitors will be at our off-campus sites of South Complex and Longleaf on Monday and then on main campus (mainly Merrill) on Tuesday and Wednesday. If you see them around campus, say "hello!"
 - a. Please wear your nametags Monday, Tuesday, and Wednesday.
 - b. We should know by Thursday morning how the campus visit went. The President should send out a campus-wide announcement about that.
2. Dr. Overton and Dr. Dempsey met with President Killingsworth last Tuesday and we discussed many topics such as the role of faculty and Faculty Senate in shared governance and where we see communication issues that need to be addressed.
 - a. We also asked that a Faculty Senate representative attend the college check-ins with the President and Provost so we can hear issues that the faculty bring up to help shape our agenda for the coming year.
 - b. We also discussed the plan to have joint meetings next year between the President, Provost, Faculty Senate President, and Faculty Senate Vice President to increase transparency and make sure we are all on the same page.
 - c. The President also agreed to increase the compensation for the Faculty Senate President, in conjunction with a Senate workload plan for each term. This will help keep the President accountable to the President/Provost/Senate in terms of expectations for their service.
 - d. The President also agreed to create an Admissions Standards Committee. We are still working on the membership for this, so it probably will not be finalized until April. However, he did commit to its creation, which is what Senate had requested before our March meeting.

Faculty Senate Agenda
April 8, 2024
3:15 pm HCL 1101AB

2023-2024: T. Ridlen, J. Ridlen, M. Sciuchetti, K. Walker, R. Ahmed, L. Ingwerson, M. Trifas, J. Dodd, C. Hosmer, J. Watkins, J. Godbey, P. McGrail, W. Hankins, C. Huang, E. Hardy, B. Norvell, C. Clark, R. Overton, S. Mikel, L. Barrow, A. Crawley, C. Murtagh, A. Newton, D. Okimoto, H. Dempsey, J. Ross, J. Long (for K. Wickersham), K. Johnson, C. Kirk

Ex-officio - S Cofield (for C. Inman)

2023-2024 Alternates: M Burns (Biology), R. Burns (History and Foreign Language), M. Trifas (MCIS), J. Watkins (Theatre and Film), L. Pitts (Library)

Guests: none

2024 – 2025: T. Ridlen, J. Ridlen, K. Caitlin, K. Walker, R. Ahmed, L. Ingwerson, D. Thornton, D. Dempsey, C. Hosmer, S. Beeman, J. Godbey, P. McGrail, W. Hankins, Y. Lu, E. Hardy, S. Gill, B. Norvell, C. Clark, A. Gilbert, S. Mikel, L. Barrow, W. Key, A. Crawley, C. Murtagh, A. Newton, P. Robertson, H. Dempsey, B. Turgeon, J. Long, A. Boswell, N. Freeman,

Ex-officio - S Cofield (for C. Inman)

Guests: none

Key: Green – present, Red – absent

I. Introduction – President Overton

Question was raised about schedule for next year as this is different from what was in the past with just only once per month. A Boswell initially brought it up and questioned if the EC conducted a vote per the Bylaws. Discussion ensued and C Kirk brought up question from bylaws from an EC vote on the new schedule and the possibility of virtual meetings in place of the second meeting per month. R Overton suggested that the EC be excused and voted on moving to **2 meetings per month next year with unanimous vote of 8-0 (All in favor, none opposed)** in favor of 2 meeting per month. The EC discussed an idea of a relaxation of absences due to some Senators being elected before this change was voted on.

II. Approval of Minutes – **First Mark S, seconded Allison Newton (All in favor, none opposed)**

III. Welcoming of New Senators!

IV. Vice President Report by Dr. Heidi Dempsey

a. **Thank you to President Overton for his leadership and hard work this year!**

b. **College check-ins:** Dr. Dempsey has been attending these to address questions related to Faculty Senate; please come to yours if you are able

c. **Salary Committee:** has submitted their official proposal for base faculty salary adjustments using the model presented to faculty at the salary discussions. We are awaiting feedback on this from the President and salary consultants.

d. **Faculty and Staff going to Montgomery:** Please check in with Leigha Cauthen - Chief External Affairs Officer – before you go if you are going on behalf of the university; she can

update you on what is happening and help you navigate; even if you are going on your own behalf we recommend checking with her as a resource to help you

- e. **Senate Resolutions:** There was apparently some confusion in the faculty survey about Dr. Shelton's communication to Senate regarding resolutions. She did not say Senate could not make resolutions, rather she said that she preferred that we first attempt to work with the people to develop the policies/make the changes we are asking for and then do a resolution if we hit roadblocks. But, it is still ultimately our choice which route we go and that she will gladly receive any resolutions we send her.
- f. **Canvas Shell:** The Canvas shell for next year will now include alternates so they can have access to all information so they will be up to speed if they have to step in.
- g. **Website:** Chris Newsome does not want Senate to have direct access to our website, so we are working on ways that we could change how it is updated to be able to make changes more easily to increase transparency
- h. **New Faculty Orientation:** Dr. Dempsey is working with Mica to include a larger piece about Faculty Senate, Shared Governance, and changes to the Faculty Handbook
- i. **SB-129** – we have formed a university committee to begin examining the implications of this and Mr. Harley is working through the legal aspects of it as it pertains to JSU. If you have concerns about specific issues with SB-129 that you are afraid might be overlooked, please contact Dr. Heidi Dempsey about this as she is the faculty point person on this committee. We will have a Called Faculty Meeting on Aug 19 to address this with full faculty. Senate Executive Committee has directed Dr. Dempsey to talk to the state faculty senate presidents' group about the possibility of a joint response to this.
- j. **Policy Feedback: II.05.01 - Grant and Sponsored Program Approval** – received feedback and adjusted the policy; will look at the revised policy ASAP
- k. **Policy Feedback: I.01.01 – Policy on Policies** – finalizing this with Deans' Council; we will only have one Senate rep on the new, smaller University Executive Council committee
- l. **Review of Policy I.05.04 - Code of Conduct** – Just posted on Canvas. Need feedback by 4/25.

V. Elections & Passing of the Gavel to the new President

- a. Vice President
- b. Secretary
- c. Historian

VI. Committee Updates: I have asked all committee chairs to provide me a yearly report so that the chair of the committee next year is aware of projects that were in progress and those that were finished in order to smooth the transition

- a. Policies – updates later this week
- b. Advocacy – will update at a later date
- c. Admissions and Academic Policy: President is talking about the undergraduate admissions committee at the check-ins
- d. Faculty Honors: starting to review faculty research grants; will work on guidelines to formalize how voting takes place
- e. Faculty Handbook: working this summer on revisions; Senate is going to have to approve changes in fall.
- f. Bylaws Revision – First Katelyn Walker, seconded Mark S (did not see opposed?)
 - i. Approval of bylaws revisions submitted at March 11 meeting
 - ii. Section 1 - Changed committee names and descriptions
 - iii. Section 2 - Much more detail about officer roles and responsibilities

- iv. Meetings are open unless President closes them; if closed only voting members may attend
- v. President can call a meeting of the full faculty
- vi. President/VP will meet monthly with JSU President/Provost
- vii. New workload plan requirement and compensation for President/VP
- viii. Added Past-President role description
- ix. Section 3 - If you are removed from Senate by your department for cause, you are not eligible to serve in Senate again
- x. Section 6 - Faculty Commons, online@jsu, and department head council rep as ex officio, non-voting members (Provost already ex-officio member)
- xi. Section 8 – how to vote on policies

VII. New business

- a. Scholar's Code Revisions – mainly editorial, but please read. Carrie Kirk spoke about progress
- b. Final Exam Schedule
 - i. Is the 2-hour time allotment for final exams sufficient, too little, or too much time?
 - ii. For Fall 2024
 - 1. Option A: Thursday = 7:30, 11:00, 2:30 (9:15 & 12:45 following Tuesday)
 - 2. Option B: Thursday = 9:15, 12:45 (7:30, 11:00, 2:30 following Tuesday)
 - 3. Is there a thought process of having a day or two after the last day to grades
 - 4. Nothing about online asynchronous courses which can be a conflict with a physical class
 - 5. Suggestion to work with Heidi as she worked on the academic calendar and need to coordinate it
 - 6. Can the schedule be more prominently displayed on website with a link on academic calendar
- c. Anything else?

VIII. Moving forward

- a. New Senator Orientation
- b. Senators' responsibilities in summer (UEC)
- c. Committee assignments and committee chairs for next year
- d. Election results – 21 o 32 vote so 66%
 President elect – David Dempsey
 Secretary – Chris Clark
 Historian – Barbie Norvell

Dates

Faculty Awards April 18 in Leone Cole (Cocktails/food at 3:30, Awards at 4:30) – 2023-2024 Senators will be recognized!

Commencement May 3 (CBI & CSBS 9:00; CAHS 1:00; CHPW 4:00; CEPS 7:00)

Board of Trustees April 29/30; July 15/16

August 19: Faculty/Staff Convocation at 8:00; Called Faculty Meeting sometime after; Faculty Senate at 3:15 in Merrill B01

- IX. Motion to adjourn –K. Johson first, C. Clark seconded

EXAMINATION SCHEDULE FALL 2024

Wednesday-Tuesday

<u>DATE</u>	<u>CLASS TIME</u>	<u>EXAM TIME</u>
Wednesday Dec 4	7:30 am MWF 1:45 pm MWF 1:45 pm MW 4:00 pm MW 4:15 pm MW 4:30 pm MW 4:30 pm W 6:15 pm MW 6:15 pm W	7:30 am-9:30 am 1:30 pm-3:30 pm 1:30 pm-3:30 pm 4:30 pm-6:30 pm 4:30pm-6:30 pm 4:30 pm-6:30 pm 4:30 pm-6:30 pm 6:30 pm-8:30 pm 6:30 pm-8:30 pm
Thursday Dec 5	9:15 am TR 12:45 pm TR 4:00 pm TR 4:15 pm TR 4:30 pm TR 4:30 pm R 6:15 pm R 6:15 pm TR	8:00 am-10:00 am 10:30 am-12:30 pm 4:30 pm-6:30 pm 4:30 pm-6:30 pm 4:30 pm-6:30 pm 4:30 pm-6:30 pm 6:30 pm-8:30 pm 6:30 pm-8:30 pm
Friday Dec 6	11:15 am MWF 12:30 pm MWF 3:00 pm MWF	8:00 am-10:00 am 10:30 am-12:30 pm 1:30 pm-3:30 pm
Saturday	Same Time as Class Normally Meets	
Monday Dec 9	8:45 am MWF 10:00 am MWF 3:30 pm MW 4:30 pm M 6:15 pm M 7:45 pm MW	8:00 am-10:00 am 10:30 am-12:30 pm 1:30 pm-3:30 pm 4:30 pm-6:30 pm 6:30 pm-8:30 pm 7:00 pm-9:00 pm
Tuesday Dec 10	7:30 am TR 11:00 am TR 2:30 pm TR 4:30 pm T 6:15 pm T 7:45 pm TR	7:30 am-9:30 am 10:00 am-12:00 pm 1:00 pm-3:00 pm 4:30 pm-6:30 pm 6:30 pm-8:30 pm 7:00 pm-9:00 pm

*Asynchronous online classes (with no scheduled meeting times), may not set limited access timed final exams (e.g., 2-hour windows to complete exams) that overlap any of these final exam time slots. They may, however, have longer limited-access finals (i.e., 12+ hour window for completion), unlimited access finals, or assignments due during these times.

Appendix B

JSU Faculty Senate Bylaws¹

SECTION 1.

1. In order to accomplish the objectives of organizing the faculty, the Faculty Senate shall be divided into committees. The basic functions of the committees shall be to investigate and make recommendations to the executive leadership of Faculty Senate on matters pertaining to the academic affairs of the University. They may do this on instruction from the Faculty Senate. These committees shall not operate in an administrative capacity. They shall report only to the Faculty Senate, and the report must be written. Recall of a chair of a standing committee shall be by two-thirds of the committee membership.
2. The standing committees of the Faculty Senate shall be the Executive Committee, the Faculty Advocacy Committee, the Student Retention Committee, the Policies and Campus Planning Committee, the Elections Committee, the Faculty Honors Committee, and the Faculty Handbook Committee.
3. The Executive Committee shall be composed of the officers of the Faculty Senate and chairs of the standing committees. The President of the Faculty Senate shall be the chair of the Executive Committee. The Executive Committee shall appoint the members of all committees, standing and ad hoc, of the Faculty Senate. It may serve as an ad hoc committee on issues that cannot be directed to a standing committee. It may appoint ad hoc committees with the approval of a Senate majority. It shall recommend, when requested, faculty members to serve on committees and commissions appointed by the President of the University.
4. The Faculty Advocacy Committee shall review and provide recommendations for additions and revisions to the JSU Faculty Handbook and other related policies and procedures which affect faculty welfare and morale. The chair will be a member of the committee and will be elected by a simple majority of the committee members. The Faculty Senate President will appoint members of the Advocacy Committee to the Faculty Handbook Committee, as needed.
5. The Student Retention Committee shall review and provide recommendations for additions and revisions to policies and procedures pertaining to students as they progress through their academic career. Such policies and procedures include, but are not limited to, admission and retention of students, academic standing requirements, graduation requirements, class attendance and absence regulations, student advising, faculty mentoring of students, student mental and physical health services, and student safety. This committee shall serve as a liaison to Student Success and Academic and Career

¹ Revised 02/2024; 04/2020

Advising. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

6. The Policies and Campus Planning Committee shall review and provide recommendations for additions and revisions to the JSU Policies and Procedures Manual. Additionally, they will consider proposals and provide recommendations regarding the development and expansion of the university, such as outlined in the campus master plan and strategic plan, to include consideration of space needs and utilization, building of new buildings, parking, budgetary requirements, and expanded degree offerings. The chair will be a member of the committee and will be elected by a simple majority of the committee members.
7. The Elections Committee shall consist of a Senator from each college and the library.
 - a. This committee shall conduct a full investigation of all contested elections herein stated, including the election of Senators. It shall make written recommendations to resolve such elections to the Faculty Senate.
 - b. The Elections Committee shall notify departments in September of expiration of Senators' terms and that departments should hold elections for new Senators by the regular meeting of the Faculty Senate in November. Although it is the responsibility of the Faculty Senate President to follow up with the heads of departments who fail to respond in a timely fashion to a call for the election of new Senators for their departments, this committee shall provide written notification to the Executive Committee before the regular meeting of the Faculty Senate in January of all new Senators and their alternates elected and of all Senate seats still needing new Senators elected to them. This notification shall include the names and departments represented of each Senator and alternate.
 - c. If requested by the Faculty Senate President, this committee shall solicit the faculty to find members who are willing to serve on university-level committees or commissions appointed by the President of the University, the Provost and Senior Vice President for Academic Affairs, or other university officials, and shall forward the names to the Executive Committee for consideration.
 - d. Beginning in the fall semester, this committee shall solicit Senators who are willing to serve as Faculty Senate officers during the following academic year if elected, and will make every effort to have at least one candidate in place for each office by the time officers are to be elected at the first regular meeting of the Faculty Senate in Spring Semester.
 - e. Every three years, this committee shall carry out, during September, the enumeration of the faculty of the university required in Article 1, Section 2(3) of the JSU Faculty Senate Constitution for determining the apportionment of Senators among the departments of Jacksonville State University. The chair will be a member of the committee and will be elected by a simple majority of the committee members.
8. The Faculty Honors Committee shall maintain and develop faculty awards and honors, including annual institutional level awards, Emeriti Awards, and research grants.

Committee members will receive the nominations and applications, review materials, and determine selections based on established criteria. Additionally, the committee will routinely evaluate and amend awards criteria to maintain clear expectations and effectively recognize faculty achievement. The chair shall be a member of the committee and elected by a majority vote of the committee members. Additionally, the Director of Faculty Commons shall be an ex officio, non-voting member of the committee.

9. The Faculty Handbook Committee is charged with reviewing, modifying, and approving changes to the JSU Faculty Handbook, in consultation with subject matter experts. This committee will work with Faculty Senate, Council of Deans, Department Head Council, and the Provost and Senior Vice President for Academic Affairs to ensure that the Faculty Handbook is consistent, accurate, equitable, and reflects current JSU policies, procedures, mission, and values.
 - a. The Faculty Handbook Committee will consist of one dean, two department heads, one Faculty Senate Executive Committee member (at time of appointment), two Faculty Senate Advocacy Committee members (at time of appointment), three at-large faculty members, and the Provost/SVPAA (or designee). Committee appointment will be for a three-year term and will meet either when (a) a modification to the Faculty Handbook has been recommended or (b) there is a call from the Provost/SVPAA for a full handbook review and revision (which should occur every 5 to 7 years). The Provost/SVPAA, Faculty Senate, Department Head Council, Council of Deans, or Faculty Handbook Committee may make recommendations for revisions to the Faculty Handbook. Minor changes to policies and procedures, such as wording clarification, title changes, links to new university policies, etc. may be approved by the committee and Provost/SVPAA for immediate inclusion in the current version of the handbook. Substantive changes to policies and procedures, including full handbook revisions, must be approved first by majority vote of the Faculty Handbook Committee, then majority vote of the Faculty Senate, Council of Deans, and Department Head Council.
 - b. If the chair of the Faculty Handbook Committee is a current member of Senate, or a Past-President, they will serve as an ex officio, voting member of the Executive Committee. If the chair is not a current member of the Faculty Senate, the chair will designate a member of the Handbook Committee who is a current member of the Senate to represent the Handbook Committee as an ex officio, voting member of the Executive Committee.

SECTION 2.

1. The officers of the Faculty Senate shall consist of a President, a Vice President/President-elect, a Past-President, a Secretary, and a Historian elected by the Faculty Senate from among its members.
2. In performing their duties, the officers of Faculty Senate shall at all times maintain open channels of communication with the members of the Faculty Senate and strive to represent their will. Additionally, Faculty Senate officers shall, after consultation with the

Senate, represent and advocate the interests, concerns, and needs of the collective faculty to the Trustees, JSU President, Provost/SVPAA, and other segments of the University community, and to the public. Further, while the Faculty Senate officers are primarily the representatives of and spokespeople for the Faculty Senate, they retain the right to express their own personal views, when described as such.

3. The President shall have the following rights, responsibilities, and compensation:

3.1 In the administration of the Faculty Senate:

- a. preside at all meetings of the Senate (or designates an alternative) and called meetings of the entire faculty
- b. serve as chair of the Executive Committee
- c. set regular Executive Committee meetings
- d. announce the schedule of meetings for the year
- e. inform Senate members of meeting times
- f. give timely notice of called meetings
- g. call for a full Senate meeting during the summer (which can be held electronically) if critical issues need to be addressed that cannot wait
- h. prepare the agenda for Senate meetings (in consultation with the Executive Committee)
- i. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- j. acts as a facilitator of discussions and the voting process
- k. declares a Senate meeting to be closed to all but voting members under certain conditions
- l. invite special guests to Senate meetings
- m. name, if needed, a parliamentarian for the Senate for a one-year term
- n. announce the membership of all committees to the Faculty Senate
- o. appoint the members of Faculty Senate Ad Hoc Committees
- p. send a written report of Faculty Senate resolutions and recommendations to the Provost/SVPAA along with the timeline and expectation for a response and share the Provost's response with the Senate
- q. provide written reports of actions taken by university committees on which the President serves as the Faculty Senate representative
- r. prepare an annual report at the end of each academic year, containing the main activities and accomplishments of Senate for the year and recommendations on the key issues to be examined in the following year, to be submitted to the JSU President and Provost/SVPAA, and posted on the Senate website
- s. maintain the physical archives of the Senate

3.2 In representing the collective faculty:

- a. meet monthly, along with the Vice President of Senate, with the JSU President and Provost/SVPAA to discuss Senate matters and other issues of interest and concern to the faculty (additionally with the Provost/SVPAA as needed)

- b. represent the Faculty Senate and collective faculty at the University Board of Trustees meetings (or designate an alternate) and report to Senate any actions taken by the Board of Trustees which affect faculty
- c. provide the Board of Trustees with a written report on Senate business and of all resolutions passed by the Faculty Senate
- d. meet with the Chief External Affairs Officer to discuss legislative issues relevant to the collective faculty and Faculty Senate and provide updates to the Senate about these issues
- e. represent the collective faculty on university committees for which the President serves as the Faculty Senate representative
- f. professionally convey the concerns of the collective faculty to the Provost/SVPAA as an intermediary, and in so representing the faculty, the President shall not suffer retaliation or adverse repercussions to their own careers
- g. serve as a voting member of the University Executive Council and solicit feedback from Faculty Senate about all policies under development or review
- h. appoint the members of university committees for which the President is asked to appoint faculty representatives
- i. ensure there is adequate faculty representation on university committees in order to participate in shared governance
- j. work on university initiatives that involve the collective faculty as directed by the JSU President or Provost/SVPAA
- k. call meetings of the entire JSU faculty to discuss matters of concern to the whole faculty body
- l. circulate to the collective faculty an electronic copy of minutes and relevant reports, resolutions, recommendations, and the Provost/SVPAA's responses to resolutions and recommendations

3.3 In fulfilling other duties:

- a. serve as or designate the Marshal and/or Mace Bearer for faculty functions
- b. represent Faculty Senate and the faculty at official events as requested by Faculty Senate or Provost/SVPAA
- c. participate in New Faculty Orientation, Faculty Senate Orientation, Faculty/Staff Convocation, Freshman Convocation, faculty and staff mixers, and all commencement ceremonies
- d. Serve in a 12-month role, such that the President shall be available and involved in university committees, meetings with administrators (including the JSU President and Provost/SVPAA), Board of Trustees meetings, etc., for the full summer, as well as fall and spring semesters.
- e. perform such other duties as directed by the Faculty Senate

3.4 The incoming President shall meet with the JSU President and Provost/SVPAA in April/May to discuss duties, expectations, major initiatives being undertaken by Faculty Senate and the university, committee assignments, and to create a service

workload plan for the Summer, Fall, and Spring semesters. This plan may be modified by any of the three parties during the year, upon agreement of all three parties. Based on this service workload plan, the President shall have the following compensation:

- a. a \$7500 stipend in Summer Semester (12-week term/full Summer contract)
 - i. More may be offered at the Provost/SVPAA's discretion based on the agreed upon service workload plan.
 - ii. The Provost/SVPAA reserves the right to reduce the Summer compensation if the President is not fulfilling the agreed upon service workload plan.
- b. A six-hour course release in Fall semester
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
- c. A three-hour course release in Spring semester
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
 - ii. The Provost/SVPAA reserves the right to remove the Spring course release if the President did not fulfill the agreed upon service workload plan in Fall.
 - iii. The Provost/SPVAA may also choose to offer additional course release time or compensation in Spring semester, depending on the agreed upon workload plan.

4. The Vice President/President-elect shall have the following rights, responsibilities, and compensation:

4.1 In the administration of the Faculty Senate:

- a. preside at meetings of the Senate if requested by the President
- b. serve as a member of the Executive Committee
- c. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- d. provide written reports of actions taken by university committees on which the Vice President/President-elect serves as the Faculty Senate representative
- e. serve as an ex officio voting member of all standing Senate committees, with the possible exception of the Faculty Handbook Committee, of which the Vice President may or may not be a member
- f. attend meetings of all standing Faculty Senate committees for which the Vice President serves as an ex officio voting member
- g. execute the duties of the President when the President is absent or incapacitated
- h. execute the duties of the President when directed by the President

4.2 In representing the collective faculty:

- a. meet monthly, along with the President of Senate, with the JSU President and Provost/SVPAA to discuss Senate matters and other issues of interest and concern to the faculty (additionally with the Provost/SVPAA as needed)
- b. represent the collective faculty on university committees for which the Vice President serves as the Faculty Senate representative
- c. bring concerns of the collective faculty to the Provost/SVPAA as an intermediary, and in so representing the faculty, the Vice President shall not suffer retaliation or adverse repercussions to their own careers
- d. work on university initiatives that involve the collective faculty as directed by the JSU President or Provost/SVPAA

4.3 In fulfilling other duties:

- a. represent Faculty Senate and the faculty at official events as requested by Faculty Senate or Provost/SVPAA
- b. Serve in a 12-month role, such that the Vice President shall be available and involved in university committees, meetings with administrators (including the JSU President and Provost/SVPAA), Board of Trustees meetings, etc. for the full summer, as well as fall and spring semesters.
- c. participate in New Faculty Orientation, Faculty Senate Orientation, Faculty/Staff Convocation, Freshman Convocation, and faculty and staff mixers, as requested by the President
- d. perform such other duties as directed by the President or Faculty Senate

4.4 The incoming Vice President/President-elect shall meet with the JSU President and Provost/SVPAA in April/May to discuss duties, expectations, major initiatives being undertaken by Faculty Senate and the university, committee assignments, and to create a service workload plan for the Summer, Fall, and Spring semesters. This plan may be modified by any of the three parties during the year, upon agreement of all three parties. Based on this service workload plan, the President shall have the following compensation:

- a. a \$500 stipend in Summer (12-week term/full Summer contract)
 - i. More may be offered at the Provost/SVPAA's discretion based on the agreed upon service workload plan.
- b. A three-hour course release in Fall semester
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
- c. A three-hour course release in Spring semester
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
 - ii. The Provost/SVPAA reserves the right to remove the Spring course release if the Vice President did not fulfill the agreed upon service workload plan in Fall.

iii. The Provost/SPVAA may also choose to offer additional course release time or compensation in Spring semester, depending on the agreed upon workload plan.

5. The Past-President shall have the following responsibilities:

- a. serve as a member of the Executive Committee
- b. serve as a senior advisor to the President
- c. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- d. represent the collective faculty on university committees for which the Past-President serves as the Faculty Senate representative
- e. serve as an ex officio, non-voting member of the incoming Senate except in those circumstances in which the retiring Senate President will, by virtue of an uncompleted term of service on the Senate, already be a member of the incoming Senate
- f. perform such other duties as appointed by the President

6. The Secretary shall have the following responsibilities:

- a. serve as a member of the Executive Committee
- b. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- c. represent the collective faculty on university committees for which the Secretary serves as the Faculty Senate representative
- d. maintain the record of attendance
- e. keep the minutes at all meetings and distribute electronic copies of the draft minutes to the Executive Committee no later than one week after previous Senate meeting
- f. distribute to the Senate members a written copy of the minutes of each meeting
- g. perform such other duties as directed by the President

7. The Historian shall have the following responsibilities:

- a. serve as a member of the Executive Committee
- b. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- c. represent the collective faculty on university committees for which the Historian serves as the Faculty Senate representative
- d. research the Senate archives so the Senate can conduct its deliberations with as much relevant information as possible
- e. upload copies of resolutions, recommendations, and other documents to Digital Commons and maintain the Senate's digital archives for ease of future use
- f. perform such other duties as directed by the President

SECTION 3.

1. For purposes of determining representation in the Faculty Senate, any college not divided into departments shall be considered the same as an academic department. Each academic department with one to fifteen members and the library shall elect one senator. An additional senator will be elected for every fifteen additional faculty, thereby giving each academic department and the library the maximum number of senators consistent with Article 2, Section 2(3), of the Constitution.
2. Any regular full-time, non-temporary faculty with less than 50% administrative duties are eligible for election to Faculty Senate. If, at any time, during a Senator's term of office their administrative duties become 50% or more, they will immediately resign from Faculty Senate. Department heads are not eligible for election as Faculty Senators and if a Senator moves into a Department head role, either interim or permanent, they will immediately resign from Faculty Senate.
3. The term of office for Faculty Senators will be three years beginning in April of the academic year elected. Senators are permitted to succeed themselves for one consecutive term for a maximum time served of six years. If a Senator resigns before the completion of his or her term, his or her replacement will serve out the remainder of that term.
4. The term of office for Faculty Senate officers will be one year. Faculty Senate officers can be reelected for subsequent terms, except for the President in the case that the Vice President/President-elect is willing and able to be the next President. The President and Vice President/President-elect must be tenured or have received official notice of tenure before serving as President or Vice President/President-elect.
5. Departments shall hold elections before the November meeting of the Faculty Senate each year for any vacancies. Results of departmental elections shall be reported in writing to the Elections Committee.
6. Each department will also elect annually an alternate Senator, either as the runner-up in the regular election for Senator or in a separate election. An alternate must be elected for each Senator elected.
7. Faculty Senators may be removed either by the department or by the Senate for good cause. A recall petition specifying the cause or causes in writing and signed by at least two-thirds of the departmental faculty will be sufficient to begin the removal process. Should a Faculty Senator be removed for cause or resign before the term is completed, the department shall conduct a special election to select a replacement to serve the remainder of the term. The election must be held within thirty days of the removal/resignation and the results reported promptly to the Elections Committee. Faculty Senators who are removed from Senate are not eligible to serve again on Senate.

SECTION 4.

1. Elections of officers shall come at the regular Senate meeting(s) held in January of each year.
2. Elections of officers shall be by a simple majority vote. No officer may serve more than two consecutive terms in the same office.
3. Officers may be recalled for good cause such as dereliction of duty or failure to uphold the Constitution and Bylaws. Such recall shall be by two-thirds vote of the Senate membership.
4. In case an officer resigns or withdraws, the Faculty Senate shall elect, at the next regular meeting, a successor for the unexpired term.
5. The incoming officers shall serve at the April meeting(s).

SECTION 5.

1. The Faculty Senate shall conduct all meetings in accordance with Roberts' Rules of Order. The first regularly monthly meeting shall be held in August at a time and place to be designated by the President.
2. The schedule for all Senate meetings for the year shall be announced before the end of the spring semester.
3. A copy of the minutes of each meeting shall be distributed to each Senate member at least one week prior to the next meeting of the Senate.

SECTION 6.

All Senators or their alternates shall attend all meetings, regular and called, of the Faculty Senate. When a Senator is unable to attend a Senate meeting, the alternate Senator will attend and participate with full debating and voting privileges.

1. Senate meetings shall be open to the public, unless specifically closed by the President.
2. The Provost/Senior Vice President for Academic Affairs, The Director of Faculty Commons, a representative from Online@jsu, the SGA President (or representative), and chair of the Department Head Council (or representative), shall be ex officio, non-voting members of Senate.
3. A quorum at regular Senate meetings shall be that number of members deemed necessary by the presiding officer. No lack of quorum may be declared if at least fifty percent of the Senate members are present.
4. Quorums at special meetings of the Senate called by the Senate President shall be at least fifty percent of the members.

SECTION 7.

The proposed order of business for Faculty Senate meetings is:

1. Call to order and approval of minutes,
2. Committee reports,
3. Unfinished business, and
4. New business. This order may be modified, as necessary, by the President of the Faculty Senate.

SECTION 8.

When Faculty Senate is presented a policy for consideration (e.g., by the University Executive Council, Council of Deans, or Faculty Handbook Committee), members have 10 business days to provide feedback to the Executive Committee. At the end of the 10 business days the Executive Committee will compile the feedback and vote (either in person or electronically) to (a) table the policy until a full Senate discussion can be convened, (b) table the policy until a full University Executive Council meeting can be convened, (c) approve the policy with minor revisions or edits, (d) approve the policy as written, or (e) not approve the policy.

1. A quorum of the Executive Committee is reached when 60% of members vote.
 - a. If an Executive Committee member is unable to participate in this process (e.g., during the summer), they shall either nominate a replacement member for the duration of their absence or be excused from the quorum count if no replacement can be found.
2. This requires a simple majority vote.
3. In the case of the University Executive Council, the President will cast their vote in line with majority vote of the Executive Committee.
4. If a policy has been revised and sent back to Senate, the Executive Committee shall vote to either (i) accept the revised policy or (ii) send the policy out to full Senate to start the process over.

SECTION 9.

The Faculty Senate may amend these bylaws at any regular meeting by a simple majority vote of the members present. A proposal for amendment must be recommended by at least seven members of the faculty holding faculty appointment in at least four different colleges, the proposal must be submitted to the Faculty Senate at a regular meeting of that body, and the vote by the Faculty Senate must be at their next regular meeting.

April Faculty Senate Update

From Faculty Senate President <fspres@jsu.edu>

Date Wed 4/24/2024 3:37 PM

To jsu-faculty@jsu.edu <jsu-faculty@jsu.edu>

Bcc Heidi Dempsey <hdempsey@jsu.edu>

Hello Jax State Faculty!

We have made it to the end of the academic year! I don't know about you, but it feels like we ran a marathon this year! Maybe it was just me?

Faculty Senate had our final meeting of the year on Monday 4/8. It was at this meeting that I officially became Faculty Senate President. David Dempsey was elected as the President-elective/Vice President, Barbara Norvell as Historian, and Chris Clark as Secretary. We also welcomed our slate of new Senate representatives and thanked those who were rolling off at our reception at the President's house. Faculty Senate will also now meet twice a month and the Executive Committee will meet with the Provost once a month in order to increase our involvement in shared governance.

We passed our major bylaws revision in April that will more clearly specify the rights, responsibilities, and compensation of the Faculty Senate officers (including the new Past-President role that Reginald Overton will serve in next year). We also established that Senate meetings would be open to the public, unless specifically closed to discuss sensitive matters. We also gave the Faculty Senate President the ability to call a full faculty meeting (similar to what we did with the salary committee this semester). We also changed how Senate votes on policies put forth in the policies and procedures manual.

Updates on things from Senate and the College Check-ins:

- **Final Exam Times** – Please be sure the time you are giving your final exams match the posted time on the final exam schedule and that you are not accidentally putting your exam at the same time as another course. Further, starting in Fall, we will have an explicit policy about asynchronous online classes finals, but please do not schedule asynchronous classes to have very limited final exam times. We have had student complaints about asynchronous finals only being open for a few hours during another scheduled final exam. Realize that these students may not be able to take finals during the day or traditional class times.
 - Policy starting Fall 2024: Asynchronous online classes (with no scheduled meeting times), may not set limited access timed final exams (e.g., 2-hour windows to complete exams) that overlap any of these final exam time slots. They may, however, have longer limited-access finals (i.e., 12+ hour window for completion), unlimited access finals, or assignments due during these times.
- **August 19 events for your calendar** – Faculty/Staff Convocation at **8 am** in the Coliseum; **10-12** Called Faculty Meeting in Merrill B10 (with the President and Provost) to discuss SB-129, salaries, faculty handbook, faculty survey, and other updates; 3:15 pm will be the first Faculty Senate meeting; Welcome back mixer will be sometime in the late afternoon/early evening. This will also be our formal SACSCOC campus celebration.
- **Salaries** – Dr. Harmon is finalizing her proposal for the April Board of Trustees (BOT) regarding the mid-year retention supplement. This is a one-time payment scheduled to go out to faculty and staff May 15. It will be tiered based on income (lower incomes receiving more). In the July BOT meeting, she will present the final proposal about faculty and staff salary adjustments along with our entire budget. She is waiting until July to make this recommendation so that we will know our state funding for the coming year, along with a better estimate of our Fall enrollment. Thus, the mid-year adjustment is just a stopgap measure to help everyone out in a tough financial year with the goal to implement permanent salary changes in Fall 2024. I am working with Dr. Shelton to finalize the proposed salary budget for Fall 2024 using the formulas presented at the salary meetings, but updating the numbers to reflect promotions/tenure, new faculty hires, retirements, etc. The salary committee will reconvene in the fall to discuss possible changes to summer salaries, after we have a better understanding of how much the overall salary proposal will cost, possible revenue sources, and our enrollment numbers.
- **SB-129 Committee** – The President is finalizing the membership on the SB-129 Committee which will look at how Jax State is going to make the necessary adjustments to be in compliance with this law. We know that faculty need to know as soon as possible about whether there will need to be any course changes and we will notify you as soon as

we are able to dive into this and see how the law is being interpreted. We will also try to provide a more full description at the Called Faculty meeting on August 19. If you have specific concerns, please pass them on to me because I am in charge of compiling all of the faculty concerns for the committee.

- **Jax State Rebranding** – We are now working to make everything within the university consistent with regard to the Jax State rebrand. This means as we move forward all outward facing things (webpages, social media accounts, departmental policies and procedures, faculty handbook, etc.) need to make reference to “Jax State” instead of “JSU.” I asked specifically about groups with names like “JSU Psychology Club,” since that is what is on our bank account and tax documents. Kelli Holmes told me that they are synonymous, which means that I should call it “Jax State Psychology Club” on social media/advertisements for campus events/newspaper stories, etc., but that it was fine to keep our legal name as JSU Psychology Club. They are simply wanting us to show consistency across the university in endorsing the approved rebranding. Thus, as you work to revise anything in your student organizations, on committees, or within your departments, please work to remove references to “JSU” and replace it with “Jax State.”
- **Faculty Awards** – I was amazed by the levels of creativity, dedication, and scholarship exhibited by our faculty members at this year’s faculty awards! However, I also was surprised to see that several faculty members, who I knew had accomplished great things this year, were not nominated. I know that some of that has to do with the nomination process – some department heads just jump on this and nominate their faculty for every award and some faculty members have to self-nominate. Thus, I want to encourage you to self-nominate next year if you think you have something that fits one of the award categories. And, at the same time, if you have a colleague who you think would be perfect for an award, you should initiate the nomination process for them and make sure they are included in the applicant pool. I also know some have expressed concerns that I was on the honors committee and David won the service award, so I wanted to make it very clear that I recused myself from reviewing the service awards and was not involved in the selection of that award. Finally, I have heard some who said they perceived that the awards process was biased. I take such accusations seriously and we will review the process this summer and work to increase transparency in the evaluation criteria and selection process.
- **Faculty Research Grants** – The Faculty Research Grants also had an amazing pool of applicants. Every year there are more and more projects being submitted for funding. This made the process extremely competitive this year, but also gives us a good platform to request more funding be allocated to this process. We are also working to increase transparency in the evaluation criteria and selection process, fix the application form so it works for all disciplines, and looking for ways to better address professional development funding needs. So, if you were awarded funding, please be sure to (1) use your funding by the deadline, (2) submit progress reports when requested so you will be eligible for continued funding, and (3) continue submitting great projects!
- **Navigate Attendance** – The SGA has asked that faculty who currently take attendance in their courses please consider entering the data into Navigate. This would help Student Success and also the Dean of Students when considering hardship withdrawals and the like. We are investigating whether there is a way to integrate Navigate attendance with Canvas and we will keep you posted about that.
- **New ADA Regulations** – the “New Rule” is going into effect which is designed to remove all barriers for people to access information online. We will have 2-3 years to come into compliance with this rule. What this basically means for faculty is that if you are working to redo your courses this summer (e.g., I am making new videos this summer for one of my online courses), then you should work to make them ADA compliant. This means that they need to be captioned (there is a way to do this in Canvas Studio), all pictures and graphics (including in our PowerPoints), will need to have alt-text associated with them, we need to choose fonts and color schemes that are ADA approved, etc. Sean Creech will be following up on this and providing more information, but I just wanted to give you a heads up in case you were planning to revise your courses this summer that you might as well go ahead and start working on this. Microsoft does have built-in ADA compliance checkers, so you can also use this to see if your documents, PowerPoints, etc. meet acceptable standards. You can also reach out to online@jsu for assistance in making your Canvas course shells ADA compliant.
- **Football Schedule** – Yes, we will continue to have to work with football and the Southerners for the next few years with the midweek [football schedule](#). Wed. Oct. 9, Wed. Oct 23, and Wed. Oct. 30 are our three midweek games. Oct. 30 is away, but the other two are at home. The home games mean parking/attendance issues and the away games mean more missed class time for athletes. Other sports will also have extended travel schedules as they have further to go for games. Please work with affected students – remember that they do not have any more control over the schedule than we do. If they absolutely cannot miss your classes because of your course formatting, try to reach out to the student and their advisors in the first day or two of the semester to see if alternative course arrangements can be made.
- **Athletic Advising** – Speaking of athletics, you may have heard that athletic advising is changing. All student athletes will now have a single academic advisor who will be part of the centralized advising team under the Assistant Vice Provost for Advising. We are hiring another athletic academic counselor to assist in this process, but Conference USA

has provided the funding for this position, so this is not coming out of our budget. Conference USA also provided the funding for the other changes due to the restructure.

- **Midterm Grades** – Once again, we will ask that faculty provide midterm grades for all students. As discussed in the check-ins, faculty will now have additional grading days built into the schedule to facilitate this. In Fall, faculty will be able to start entering midterm grades on Tuesday, October 8 with final submission by Sunday, October 13 at 11:59 pm. Grades will be available to students at 10 am Monday. Grading days will be Thursday Oct. 10 and Friday Oct. 11. No regularly scheduled classes will meet during the grading days. An appointment campaign will occur to push students to advising appointments. The university is open during this time and students who are participating in off-campus internships, practicums, etc. will not be affected by this. Asynchronous online courses may have assignments due on these days, but not in-person, hybrid, or synchronous online courses. This is our chance as faculty to have a breather and have enough time to give substantive feedback to students and catch up on the mountains of work that has piled up by this point in the semester.
- **Canvas use** – this is a reminder that the Provost expects that all courses have a published Canvas shell that, at minimum, have a current syllabus and grades posted. This includes practicums, internships, etc. Remember that the best way for students and advisors to make good decisions about staying in vs. dropping a course is to have regular, posted grades available to the student in Canvas.
- **Grades to Banner** – we have talked about this at all of the check-ins, but be sure you are looking at the online@jsu weekly newsletters because there is all kinds of great information in there about how to export your Canvas grades (midterms and finals), to Banner. You can still manually enter grades into Banner if you wish, but this feature should save many faculty members time by just exporting your grades directly from Canvas into Banner. Do watch the video on [Canvas grading schemes](#) to be sure you have the gradebook set up correctly, especially if you have P/F or NC grades in your classes. You will also be able to add the last date of attendance and incomplete final grades in Canvas to export to Banner as well. This is what it looks like:

The screenshot displays the Canvas 'Final' gradebook interface. On the left is a sidebar with navigation options: Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, Attendance, Badging@JSU-Badgr, Item Banks, Tutor.com: 24/7 Online Tutoring, Microsoft Teams classes, Microsoft OneDrive, Tutorials, Studio, Grades to Banner (marked with a red circle '1'), and Settings. The main area shows a table with tabs for 'Midterm', 'Final', and 'Attendance'. The 'Final' tab is active, showing a table with the following columns: Student Name, Current Grade, Submitted, Final, Incomplete Final Grade, and Last Attended Date. The table contains 12 rows of student data. A red circle with the number '4' highlights the 'Final' column for 'Student 12, Test' which contains an 'I' grade. Another red circle with the number '3' highlights the 'Last Attended Date' for 'Student 7, Test' which is '3/26/2024'. At the bottom of the table, there are 'Submit', 'Cancel', and 'Clear' buttons, with a red circle '2' highlighting the 'Submit' button.

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Last Attended Date
Student 1, Test	94.00% (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 10, Test	72.00% (C)	<input checked="" type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 11, Test	92.00% (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 12, Test	50.00% (F)	<input checked="" type="checkbox"/>	<input type="text" value="I"/>	<input type="text" value="F"/>	<input type="text" value="mm/dd/yyyy"/>
Student 2, Test	76.00% (C)	<input checked="" type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 3, Test	60.00% (D)	<input checked="" type="checkbox"/>	<input type="text" value="D"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 4, Test	68.00% (D)	<input checked="" type="checkbox"/>	<input type="text" value="D"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 5, Test	62.00% (D)	<input checked="" type="checkbox"/>	<input type="text" value="D"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 6, Test	88.00% (B)	<input checked="" type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 7, Test	52.00% (F)	<input checked="" type="checkbox"/>	<input type="text" value="F"/>	<input type="text"/>	<input type="text" value="3/26/2024"/>
Student 8, Test	82.00% (B)	<input checked="" type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Student 9, Test	92.00% (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

- Thus, the only thing that you cannot set up in Canvas is if you are required to enter numeric grades for dual enrollment students. That will still have to be done in Banner.

I think that's about it for my updates. Thank you all for a wonderful year and for supporting me and your Faculty Senators. I will be here on contract all summer in my roles as Faculty Senate President, so please reach out to me directly if you have any questions or concerns. I'm sure I'll see quite a few of you at Commencement, but if not, have a wonderful summer!

Best,
Heidi

Heidi L. Dempsey, Ph.D. (she/her)

Faculty Senate President

Professor of Psychology

100 Ayers Hall, Dept. Psychology

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Board of Trustees April Update for Faculty

From Faculty Senate President <fspres@jsu.edu>

Date Tue 4/30/2024 10:20 PM

To JSU Faculty <jsu-faculty@jsu.edu>

Congratulations on making it through finals! We had our Board of Trustees (BOT) meeting on Monday and Tuesday of this week and I wanted to email you all updates of what happened at the meeting to help meet our goal of increased transparency and communication across the university. If you have any questions, please feel free to reach out to me or to the university representative associated with each committee (in parentheses). I do also want to thank Dr. David Dempsey for his diligent note-taking and helping me create this report.

Building and Finance (Dr. Harmon)

Dr. Harmon recommended a 1.5% increase or \$5/\$6 (undergraduate/graduate) per credit hour increase in tuition (new block price is \$5,220 per semester) that will result in an estimated \$1.1 million increase in revenue to support the university's financial needs in maintaining the highest standards of academic excellence. The reason for the small increase is because she prefers smaller, incremental increases in tuition over time, rather than having to implement larger, more drastic increases periodically. That way students and parents can more easily budget for tuition costs over the course of their students' attendance. She is also proposing an increase in the General University Fee (GUF) of \$75 for 6+ credit hours (from \$825 to \$900). There will also be a detailed description provided on the website of what the GUF is used for. There will also be smaller increases to the GUF for students taking less than 6 hours and graduate students. All told this will add \$2.4 million in revenue to help offset increased expenditures.

There will also be an increase in housing costs of 2% or 3% and meal plans of 4%, in line with increases from previous years. Specifically for faculty, the cost of the cafeteria meals purchased in blocks will increase from \$4.40/meal to \$5.00/meal.

Regarding expenditures, our utilities cost continues to rise, along with insurance costs. Additionally, there will be an increased cost for salaries next year, as she is budgeting for the proposed salary increases. The BOT did approve her proposed budget for FY 2025 and increase in tuition and fees. The FY25 budget numbers will be finalized by the October BOT meeting.

The midyear retention supplement has also been approved. Dr. Harmon sent out an email tonight stating that "the one-time lump-sum payment is in recognition of the current challenging economic conditions, including continued levels of inflation and labor market variables." The email also details who will get the supplement, namely those in a regular, benefits-eligible status working 37.5 or more standard hours as of December 1, 2023, and still actively employed at the time the payment is processed. There may be exceptions to the eligibility population based on position or recent salary actions. It will be a separate payment made to all eligible employees on May 15. The FAQ she is referring to in her email is in myJAXState – I had to go to the "Discover More" blue button at the bottom to add the Human Resources card and bookmark it so it would show on my main page. Note that this retention supplement

is completely separate from the work on base salary adjustments for faculty and staff. These are still being worked on by the salary consultants, Faculty Salary Committee, and administration for implementation in Fall 2024. But the main thing everyone wants to know is how much money they will be getting, so I copied it out of the FAQs for you to easily see.

9. How much are the retention supplements?

The payment amounts below are before taxes for eligible employees. Eligible employees net pay will vary based on current selected tax deductions and retirement.

Salary Range	Retention Supplement
<i>Less than \$24,999</i>	<i>\$1,800</i>
<i>Between \$25,000 and \$44,999</i>	<i>\$1,500</i>
<i>Between \$45,000 and \$64,999</i>	<i>\$1,200</i>
<i>Between \$65,000 and \$84,999</i>	<i>\$1,000</i>
<i>Between \$85,000 and \$104,999</i>	<i>\$700</i>
<i>Greater than \$105,000</i>	<i>\$500</i>

West Village Housing was proposed to the BOT. This will be funded by the Jax State Foundation as an investment and will provide housing for 699 upperclass students. It will be a mix of apartment-style housing (12-month lease) and traditional housing (9 months lease with goal to use these rooms for summer camps) with student organization space and a storm shelter. It will be near the baseball outfield (old intramural field) and will also have a multipurpose building with a bowling alley, dining options, and conference facilities. In describing the need for this building, Dr. Harmon said that we either needed to put money into our aging dorms to try to fix them up or take them offline and replace them (specifically Sparkman, Campus Inn, College Apt., Penn House Apt., Jax Apt., and the Mountain Street trailers). The trustees agreed that it was better to spend our money on new housing, rather than try to put more money into the old ones. Next came the discussion about whether we could afford to build these new dorms. There was a report by STIFEL Public Finance Representatives describing our debt profile and credit rating. We have \$275 million in outstanding debt (doubled from \$125 million with our three recent construction projects—the North Village [515 beds], new dining hall, and football complex). However, because these projects are on track to be completed by August, we already have housing contracts for virtually all of the beds in the North Village (so we know we have that revenue coming in), and because of lower construction costs and a better financial market, we can take on up to \$100 million in additional debt without affecting our current credit rating. Thus, the BOT approved the resolution to move forward with this construction.

403(b) Investment Policy – This creates a board policy which defines the role of the Jax State 403(b) Investment Committee to manage our TIAA/CREF investment options. The committee will include a faculty member with expertise in this area.

Capital Project Updates – There was a fire at the east end of the stadium in summer 2023 because of a lightning strike. Since they have to renovate the restrooms at that end because of the fire, they are taking the concession stand out to increase capacity of the restrooms, make them ADA compliant, and add a lactation room. They are also building a storm shelter/indoor band practice facility over by the band practice field. Capacity is 3000 occupants (16,000+ sq ft). Crow Hall is getting the bathrooms converted from community restrooms to individual private restrooms. Fire alarms are being replaced in

Dixon, Crow, Salls, Daugette, Curtiss, Fitzpatrick, and Stone Center this summer (this is the first phase of alarm replacements). We also saw the first video overview of the interior of the Randy Owen Center and it looks similar to UAB's Alys Stephens Center on the inside – super nice! Dining Hall and North Village are on schedule for August completion. David and I got to tour the Football Complex with the BOT after the committee meetings and that was exciting to see their progress (also on schedule for an August completion).

Academic Affairs (Dr. Shelton)

The Provost discussed the many accomplishments of faculty and recognized the Jax State Faculty Award winners. Trustee Owen asked the award winners about their connection with students. I gave a brief Faculty Senate update regarding our involvement with the faculty survey, college check-ins, creation of the faculty handbook committee, and modification of the Faculty Senate bylaws. The only action item from this group was to modify the graduate catalog from requiring "Official transcripts from all Colleges/Universities with degrees posted" to "Official transcripts from the baccalaureate degree awarding institution and all transcripts where post-baccalaureate work has been completed." This means you don't need community college transcripts for grad school, but you do need transcripts from anywhere you took graduate classes so we can evaluate those. This item was approved by the BOT.

Athletics (Mr. Seitz)

Not surprising, but the talk of athletics was the Jax State Bowling team's National Championship. Greg Seitz brought the bowling trophy for the trustees to see. This is our first national championship win in Division I athletics. Head coach Shannon O'Keefe (named top coach in CUSA by her peers) attended the committee meeting on Monday and described the program's successful launch at Jax State and the fact that although most all of our starters are moving on this year, we have some of the best bowlers in the country lined up to enter our program next fall and even the following fall. She said that we are now the program to beat. Rebecca Hagerman was named CUSA player of the year – she is the best woman's bowler nationally with a 57.7 strike percentage and averages 9.26 pins on her first ball (with 9 or more pins on her first ball 82.5% of the time). She posted a score above 200 in 81.4% of her games, the most of any player in the nation and her Player Composite Performance Index (PCPI) is .9930 which is the best in the country in ANY sport. They also hired former UA announcer Eli Gold to be the announcer for baseball games and he will continue in that role for home football and basketball games that are not nationally televised. He is already actively mentoring our broadcasting students who are in charge of the broadcast production. Also announced was the fact that our first home football game has been moved from Saturday to Thursday, August 29 (time TBA) in order to facilitate a national broadcast. So, faculty should be aware of this schedule change and think about how this might affect classes.

Audit, Risk, and Compliance (Mr. Clark)

Audits have been completed for Information Technology, Office of Military and Post Traditional Student Services, and University Policy Department. Audits are in process for the Student Success Center, Writing Center, and Human Resources. Our external financial audit showed a markedly improve financial situation at the university. We have a positive financial outlook.

Advancement (Dr. Medders)

2024 first quarter fundraising from 1/1-3/31 is \$1,337,962 and we are adding endowed scholarships at the rate of about 1 per week. The JSU Foundation reported \$53 million in total assets, \$7.5 million in

total contributions, and provided \$4.8 million in total university support (\$643,549 in scholarships). Assets are up from \$46.5 million at the end of 2022, mainly because of positive net investment income. Kaci Ogle (Director of Alumni Engagement) is retiring August 1 and we are searching for a replacement. Dr. Medders restructured the Jax State Gamecock Athletic Foundation and is adding some positions for athletic philanthropy. Dr. Medders said the Jax State brand is valuable and generating high enthusiasm and alumni excitement. They are also programming more alumni events around the region (e.g., baseball events; Joseph Scott Morgan speaking engagements, etc.). There are also new campus cameras coming online – <https://www.jsu.edu/webcams/>

We had the highest enrollment in a Spring semester ever, across all categories (undergraduate students, dual enrollment, graduate students, international students). Summer and Fall are trending upward, especially in registration of existing students. This is partly due to Dr. Bavonese's new registration campaigns designed to nudge students who have classes in their shopping carts, but who have not yet registered. We were also the first in Alabama to send out financial aid offers, which have been delayed because of national FAFSA issues (many schools have not yet started to release aid offers and we have already sent over 5,000 as of last week). We have also trained 250 high school guidance counselors about how to file the new FAFSA and we are giving students \$500 FAFSA completion grants (converting existing funding for freshman into this to encourage completion). Thus, we are ahead of the state and federal FAFSA submission rates.

President's Report (Dr. Killingsworth)

The President's report focused on the successful SACSCOC reaffirmation with zero recommendations from the accreditation committee. He recognized those who were team leaders, along with the hard work by Dr. Shelton and Kim Presson. Dr. Stone recognized those who were involved with the QEP (Jax Mix). Final approval of our reaffirmation will occur in December, but we will celebrate in fall on August 19 as part of our welcome back mixer. Leigha Cauthen described the federal earmarks we had received of \$5.11 million (\$2.7M for an additive manufacturing training and innovation lab; \$1.76M for an interprofessional healthcare education center; \$656K for campus security improvements). Dr. Killingsworth also described the creation of the Staff Council and said that this group would bring their constitution to the BOT in July for approval. He also discussed the creation of the SB-129 task force to help bring the university in compliance with this law (see his email regarding this today).

Best,
Heidi

Heidi L. Dempsey, Ph.D. (she/her)

Faculty Senate President

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Faculty Senate Annual Report 2023-2024 Academic Year

In this past year Faculty Senate has participated in many initiatives designed to increase faculty voices in shared governance. Further, we have worked to revise our bylaws in order to more effectively govern.

Bylaws Revisions (made by the Faculty Senate By-laws ad hoc Committee)

- We revised the names and charges of the standing Faculty Senate Committees to more closely reflect their university committee counterparts.
- We clarified the roles of the officers, including more specific Presidential rights (e.g., calling meetings of the full faculty) and duties in representing the collective and individual faculty, and added a past-president position.
- We asked, and received a commitment from the Provost to increase the stipend and course releases for the President and Vice President.
- We clarified that department heads shall not serve as Senators.
- We changed the timeline for Senate elections to be in the Fall and officers in early spring in order to give department heads time to accommodate scheduling classes for in-coming Senators and the new Vice President.
- We clarified who ex officio voting and non-voting members are.
- We changed the method by which university-level policies are approved by Senate in order to facilitate policy work being done in the summer.

Senate Resolutions Passed

- Recommendation #2324-01: Recommendation Regarding Required Syllabus Statements/Policies
 - The Provost has agreed to follow these recommendations and is working to implement them by Fall 2024.
- Resolution #2324-01: Faculty Handbook and Tenure and Promotion Resolution
 - Action taken: The Provost issued a directive to deans to work with department heads and faculty to implement the recommendations outlined in this resolution. The Faculty Handbook Committee has also worked to implement the recommendations made within the handbook. However, there have been several roadblocks with implementation of this resolution. Senate leadership plans to have follow-up meetings with the Provost and deans in Fall 2024 to discuss this further.
- Resolution #2324-02: Resolution Regarding Academic Advising
 - Action taken: The Provost responded with a written response regarding how the issues raised in the resolution were being addressed, including changes being made to the process for student athlete advising and a timeline for implementation of these changes in Spring and Summer 2024. An update for Senate on this initiative's progress is scheduled for Fall 2024.

- Recommendation #2324-02: Recommendation Regarding the Tuition Assistance Program Policy Number 1:03:02
 - Action taken: Dr. Harmon acknowledged receipt of this recommendation but has not contacted Senate further to discuss possible revisions to this policy. Senate leadership will reach back out to Dr. Harmon in July.

University Policies Reviewed/Approved

- IV.06.03.01 - University Driving and Vehicle Use Policy (Senate approved; UEC approved)
- I.02.3- Relocation Policy (Senate reviewed; no final vote called in UEC)
- I:02:02:01 - Recruitment and Selection (Senate reviewed; no final vote called in UEC)
- I:02:24 - Employee Mandatory Self Reporting of Criminal Offenses (Senate approved; UEC approved)
- I:01:01 - Establishing and Maintaining University Policy and Procedure (Senate approved; UEC approved)
- I:05:04 - Code of Conduct and Ethics (Senate approved; UEC approved)
- IV.03.01 - Purchasing Guidelines and Procedures (Senate approved; UEC approved)
- I.07.04 - Solicitation Policy (Senate approved; UEC Approved)

Shared Governance Initiatives

- The Faculty Senate recommended and populated a Faculty Handbook Committee whose charge is to update the JSU Faculty Handbook by Fall 2024.
- The Faculty Handbook Committee has revised the shared governance structure at JSU to involve Faculty Senate, Department Head Council, and Deans Council in approval of academic policies and catalog revisions.
- The Faculty Senate President, in consultation with the Elections Committee, will have a more clearly defined role in recommending faculty to university committees going forward.
- Faculty Senate worked with the Provost to developed a Faculty Survey to provide feedback to the Provost regarding major faculty issues.
- Faculty Senate worked with the Academic Calendar Committee to create 7 years of academic calendars, which were approved by the President's Cabinet and implemented.
- A Faculty Salary Committee was created by the Provost. They created a proposal and held the first university-wide faculty meeting to discuss the proposal. They then have recommended the proposal to the President and Provost and asked that the committee be made permanent.
- The Provost has added the Faculty Senate President to Extended Deans Council.
- The Faculty Senate President and Vice President now hold bi-weekly meetings with the Provost and monthly meetings with the JSU President and Provost.
- The Faculty Senate President was asked to participate in the College Check-ins at the end of spring semester.

Senate Representation on University Committees

- From Summer 2023 to Spring 2024, Faculty Senate President Overton served as the Faculty Senate representative on the Budget Committee, Faculty/Staff Convocation Committee, Welcome Back Committee, University Commencement Committee, Joint Council, the President's Cabinet, and at the Board of Trustees meetings.
- From Summer 2023 to Spring 2024, Vice President H. Dempsey served as the Faculty Senate representative to the Faculty Handbook Committee, Jax MIX General Education Committee, Faculty Salary Committee, Deans Council, SACSCOC Reaffirmation team, and the Faculty Contract Improvement Workgroup.
- In Summer 2024, Faculty Senate President H. Dempsey served as the Faculty Senate representative on the Budget Committee, Faculty Handbook Committee, Faculty/Staff Convocation Committee, SB-129 Task Force, University Commencement Committee, Student Success Summit Planning Committee, Faculty Salary Committee, Deans Council, Joint Council, the Faculty Contract Improvement Workgroup, New Faculty Orientation Committee, President's Cabinet, and at the Board of Trustees meetings.
- In Summer 2024, Vice President D. Dempsey served as the Faculty Senate representative to the International Student Concerns Task Force, Faculty Mentoring Committee, and the Welcome Back and SACSCOC Celebration Committee.

Goals for 2024-2025

- To remove and restructure the Faculty Honors Committee in order to have more continuity in membership. Further, this committee will be asked to develop rubrics for assessing faculty awards/grants and update the respective websites to reflect changes in criteria/evaluation.
- Finish the Faculty Handbook Revision and have it approved by Faculty Senate.
- Implement Senate Leadership Training and New Senator Orientation.
- Finish analyzing the Faculty Survey results and present them to the Provost in July.
- Recommend the restructuring of University Committees and Academic Affairs Committees to have a larger faculty presence on committees.

Faculty Senate Updates Provided to the Board of Trustees in July 2024

Faculty Senate President H. Dempsey and Vice President D. Dempsey traveled to France on the Southerners and International House reunion trip to represent Faculty Senate.

Faculty Senate provided feedback on, and ultimately approved, five university policies for the Policies and Procedures Manual since April.

Faculty Advocacy Committee members (standing Senate committee), the Senate President, Senate Vice President, Provost Shelton, Dean Newton, and several others participated in a 2-day Faculty Handbook retreat in May. We have continued to work this summer on Faculty Handbook revisions and currently have drafts of 7 of 10 chapters. Several proposed changes to the handbook have been discussed by the full Senate this summer.

The Faculty Senate President and Vice President attended the GO! Orientation Preview as representatives of Faculty Senate.

The Faculty Senate President and Vice President are working with the Provost to develop and implement Faculty Leadership Training for Executive Committee members and New Senator Orientation for new senators.

The Faculty Senate President has worked with Faculty Commons and the Vice Provost on adjunct faculty orientation in July and new faculty orientation in August.

The Faculty Senate President worked with the President and Provost to develop and collect data on a Faculty Survey to get feedback about faculty concerns.

The Faculty Senate President and Vice President have met regularly with the President and Provost, in addition to the President attending Cabinet and Deans Council meetings.

Since April, the Faculty Senate President has served as the Faculty Senate representative on the Budget Committee, Faculty Handbook Committee, Faculty/Staff Convocation Committee, SB-129 Task Force, University Commencement Committee, Student Success Summit Planning Committee, Faculty Salary Committee, Deans Council, Joint Council, and the Faculty Contract Improvement Workgroup. Since April, the Vice President has served as a representative to the International Student Concerns Task Force, Faculty Mentoring Committee, Faculty Handbook Committee, and the Welcome Back and SACSCOC Celebration Committee.

Fall Final Exam Schedule Posting and Important Dates

From Faculty Senate President <fspres@jsu.edu>

Date Thu 6/27/2024 3:46 PM

To JSU Faculty <jsu-faculty@jsu.edu>

Cc Deans' Council <deansteam@jsu.edu>; Department Head Council <academicleadership@jsu.edu>

Dear Faculty,

I hope that your summer has been going well and that you've enjoyed the brief spell of rain in the past two days. I know my plants certainly needed it!

The Final Exam Schedule for Fall 2024 is now posted on the Registrar's page - https://www.jsu.edu/registrar/final_exam_schedule.html. Note that final exams for courses with scheduled times (**in-person and synchronous online**) must follow the timeslots listed in the final exam schedule, unless a change is approved by the department head. Under extenuating circumstances, a faculty member may, however, reschedule an individual student's final examination for just cause. Also note that **asynchronous online** classes (with no scheduled meeting times), may not set limited access timed final exams (e.g., 2-hour windows to complete exams) that overlap any of these final exam time slots. They may, however, have longer limited-access finals (i.e., 12+ hour window for completion), unlimited access finals, or assignments due during these times).

This is the final exam schedule that was requested by Faculty Senate in our April meeting, with one very slight modification (3:00 MWF final was moved from Monday to Friday). Faculty requested this exam schedule so that Wednesday is our "light" exam day, to give faculty time to answer students' questions (the infamous question, "What grade do I have to get on the final to pass the class?"), and to give students more time to study and seek out last-minute tutoring. This is also why faculty asked for final exams to go over the weekend – to increase the likelihood of students passing exams and to give faculty more time to grade end-of-term projects/writing, etc.

That being said, I want to communicate the expectation that has been communicated with me – faculty need to be utilizing the last days of class and this final exam period for coursework (finals, presentations, etc.). Why? (1) We must have the required number of contact hours with students to meet SACSCOC requirements for issuing credit hours for each course and if we end courses before Thanksgiving we are short the required hours. (2) It puts pressure on faculty who routinely give finals to accommodate students who don't want to return after Thanksgiving/stay over the weekend if other faculty are not requiring attendance during finals (the other infamous question, "You are my only final exam, can't you reschedule it for me?") Thus, I encourage you to consider ways that you can help teach our students the importance of being engaged in the course until the very end of the semester and not "check out" at Thanksgiving break. I think our new Advisement/Grading Days will also help reduce end-of-semester burnout for students and faculty.

Dates to keep in mind when planning your class schedule for fall full semester courses – see the academic calendar for other semester types - <https://www.jsu.edu/registrar/academic-calendar/2024->

[25.html](#)

Wednesday, August 21 – Classes begin

Tuesday, August 27 – Last day to add/register/apply to graduate

Monday, September 2 – Labor Day (University closed)

Thursday and Friday, October 10-11 – Advising/Grading Days (University open but NO on-campus courses or synchronous online courses meet)

Sunday, October 13 (11:59 pm) – Midterm Grades due

Wednesday, November 13 – Last day to drop or withdraw

Monday to Friday, November 25-29 – Thanksgiving Break (University closed)

Tuesday, December 3 – Last day of class

Wednesday to Monday, December 4-10 – Final Exams

Friday, December 13 (Noon) – Final Grades due

Friday, December 13 – Fall Commencement

Also, don't forget that faculty should plan to be available for meetings, email requests, etc. by **Thursday, August 15** and that **Monday, August 19** will start with the Faculty/Staff Convocation at 8:00 am in the Coliseum, followed by the Called Faculty Meeting in Merrill B10 at 10:00.

I know that many of you have been asking for updates about other issues regarding salaries, SB-129, etc. We are diligently working on these and will get you information as soon as we can.

Best,
Heidi

Heidi L. Dempsey, Ph.D. (she/her)

Faculty Senate President

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Timeline for Faculty Handbook Review

From Faculty Senate President <fspres@jsu.edu>

Date Mon 7/29/2024 2:54 PM

To JSU Faculty <jsu-faculty@jsu.edu>; Deans' Council <deansteam@jsu.edu>; Department Head Council <academicleadership@jsu.edu>

Hello all,

I hope everyone has recovered over the summer and is ready to hit the ground running for the fall semester! As promised at all of the college check-ins, we are going to start the extensive review process for the faculty handbook on August 15. The handbook will be divided into four segments (A, B, C, D). After each segment has been approved by the Handbook Committee, stakeholders will review two versions of each segment – Draft 1 and Draft 2. The Handbook Committee will meet to discuss feedback on Draft 1 and approve Draft 2 based on all of the feedback from Draft 1. Then they will convene again to approve Draft 3 based on the feedback from Draft 2. Draft 3 is the version that will be voted on by each stakeholder group (Extended Deans Council, Department Heads, and Faculty Senate). If any one of the three groups votes not to approve, the Provost/SVPAA will step in to mediate. To complete this process in a year, so that it can be approved by the Board of Trustees in July 2025 and in place for Fall 2025, the following timeline will be utilized for the stakeholder review. I will be sending regular email reminders and explain the details of the process in another email, so you don't need to internalize this calendar – I just wanted to give everyone an overview and heads up about what is going to happen so you can be prepared.

Segment A = Chapters 1, 2, 3 (Governance, Faculty Rights and Responsibilities, Faculty Ranks)

Segment B = Chapters 4, 5 (FARs, Promotion and Tenure)

Segment C = Chapters 6, 7 (Discipline/Termination/Grievance, Academic Policies)

Segment D = Chapters 8, 9, 10 (Compensation, Leave, Academic Support)

Fall 2024 Schedule for Stakeholder Review

August 15 – Segment A (Draft 1) to all stakeholders to review

September 12 – Segment A (Draft 1) feedback due to Handbook Committee

September 12 – Segment B (Draft 1) to all stakeholders to review

October 3 – Segment B (Draft 1) feedback due to Handbook Committee

October 3 – Segment A (Draft 2) to stakeholders for feedback

October 31 – Segment A (Draft 2) feedback due to Handbook Committee

October 31 – Segment B (Draft 2) to stakeholders for feedback

November 18– distribute Draft 3 (final version) of Segment A to Faculty Senate, Department Head Council, Extended Deans Council for voting (vote no later than

December 12)

November 21 – Segment B (Draft 2) feedback due to Handbook Committee

November 21 – Segment C (Draft 1) to all stakeholders for feedback

January 2 – distribute Draft 3 (final version) of Segment B to Faculty Senate, Department Head Council, Extended Deans Council for voting (vote no later than **February 3**)

Spring 2025 Schedule for Stakeholder Review

January 16 – Segment C (Draft 1) feedback due to Handbook Committee

January 16 – Segment D (Draft 1) to all stakeholders to review

February 6 – Segment D (Draft 1) feedback due to handbook committee

February 6 – Segment C (Draft 2) to stakeholders for feedback

February 27 – Segment C (Draft 2) feedback due to Handbook Committee

February 27 – Segment D (Draft 2) to stakeholders for feedback

March 17 – distribute Draft 3 (final version) of Segment C to Faculty Senate, Department Head Council, Extended Deans Council for voting (vote no later than **April 15**)

March 20 – Segment D (Draft 2) feedback due to Handbook Committee

April 14 – distribute Draft 3 (final version) of Segment D to Faculty Senate, Department Head Council, Extended Deans Council for voting (vote no later than **April 30**)

Heidi L. Dempsey, Ph.D. (she/her)

Faculty Senate President

Professor of Psychology

100 Ayers Hall, Dept. Psychology

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Faculty Handbook - Section A (Draft 1)

From Faculty Senate President <fspres@jsu.edu>

Date Thu 8/15/2024 8:00 AM

To JSU Faculty <jsu-faculty@jsu.edu>; Department Head Council <academicleadership@jsu.edu>; Deans' Council <deansteam@jsu.edu>

Faculty, Deans, Department Heads,

I am writing on behalf of the Faculty Handbook Committee to distribute Draft 1 of Section A for your review. Section A includes Chapter 1 (University Overview, Organization, and Governance), Chapter 2 (Faculty Rights and Responsibilities), and Chapter 3 (Hiring Procedures and Academic Ranks).

To find your copy to review:

Faculty—When you go into the Faculty Team, you will see each college listed (CAHS is divided into two subsections to help facilitate smaller group discussions). Pick yours and you will find the draft posted under that section. You will also have a point person from the Handbook Committee who will moderate questions under your Teams channel. Please ask questions via channel posts and review the document itself using track changes. You can also turn on notifications for the channel if you want to see what others have said.

- [Arts and Humanities](#): Lance Ingwersen
- [Science and Math](#): David Dempsey
- [Health Professions and Wellness](#): Stacy Mikel
- [Education and Professional Studies](#): Christi Trucks
- [Library](#): Jodi Poe
- [Business and Industry](#): Jenna Ridlen
- [Social and Behavioral Sciences](#): Emrys Donaldson

Department Heads—This will be posted on the Faculty Handbook channel in your Department Head team. Jodi Poe is your point person from the Handbook Committee.

Deans—This will be under the [Faculty Handbook channel](#) in the Deans' Council Team. Maureen Newton is your point person from the Handbook Committee.

Note that these chapters were voted on and approved by the Faculty Handbook Committee, but that does not necessarily mean that every member of the committee is in agreement with all sections of the handbook. Further, although the Handbook Committee is diverse in its representation, it is important that people from all areas examine these chapters closely because they serve as our academic policies for faculty. Finally, please be as timely as possible in your feedback. The sooner you can examine these policies, the faster we can get feedback as to where there are changes needed and begin to address those for the next revision.

Below is the timeline for Segment A; I plan to send out an email reminder one week before the September 12 deadline. Handbook questions will also be a standing Faculty Senate agenda item this

year, so you may also ask your Senators to bring items up for discussion.

Timeline

August 15 – Segment A (Draft 1) to all stakeholders to review

September 12 – Segment A (Draft 1) feedback due to Handbook Committee

October 3 – Segment A (Draft 2) to stakeholders for feedback

October 31 – Segment A (Draft 2) feedback due to Handbook Committee

November 18– distribute Draft 3 (final version) of Segment A to Faculty Senate, Department Head Council, Deans Council for voting (vote no later than **December 12**)

Sincerely,

Dr. Heidi Dempsey, Professor of Psychology and Faculty Senate President, *co-chair*

Dr. Christie Shelton, Provost/SVPAA, *co-chair*

Dr. Maureen Newton, Dean of the College of Social and Behavioral Sciences

Dr. Christi Trucks, Department Head of Career Technical Education and Professional Studies

Prof. Jodi Poe, Department Head of Library Services

Dr. Lance Ingwersen, Associate Professor of History and Faculty Senate Advocacy Committee representative

Dr. Jenna Ridlen, Assistant Professor of Biology and Faculty Senate Advocacy Committee representative

Dr. Stacy Mikel, Assistant Professor of Nursing

Dr. David Dempsey, Professor of Mathematics

Prof. Emrys Donaldson, Assistant Professor of English

Heidi L. Dempsey, Ph.D. (she/her)

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