

Jacksonville State University
Faculty Senate Meeting
August 19, 2024
3:15pm Merrill Hall B01
Agenda

Present: J Godbey, T Ridlen, J Ridlen, K Catlin, P McGrail, S Gill, C Murtagh, B Norvell, A Balilaj, R Ahmed, K Walker, E Hardy, B Hankins, L Ingwerson, C Clark, A Gilbert, N Freeman, A Boswell, Y Lu, D Thornton, S Beeman, L Barrow, S Mikel, W Key, H Dempsey, A Crawley, J Long, B Turgeon, R Blades

Absent: P Robertson, C Hosmer

Ex-Officio (Non-Voting) Members: S Cofield, M Meecham, C Shelton

Guests: L Pitts, S Arin

Call to order 3:18 pm

- 1) Approval of Minutes **First J Ridlen, seconded D Dempsey (All in favor, none opposed)**
- 2) Welcome!
 - a. Dr. Dempsey - **welcome**
- 3) Updates
 - a. Provost Shelton – thanks for patience today. Lots of opportunities for improvement.
 - i. Any follow-up questions for Dr. Dempsey or Dr. Shelton from the called faculty meeting? **No comments or questions. What is our biggest challenge this year – salaries is one but systems NOT talking to each other causing barriers for students might be the main issue, as well as onboarding new faculty. Feedback for faculty meetings today (convocation and called faculty meeting – very snappy with great information and smooth (despite lights and technology issues).**
 - ii. Everyone clear on how the escrow works?
 - iii. Update on Academic Advising Resolution (athletics advising restructuring)
 - b. President Dempsey
 - i. Handbook Committee – **Senate’s role in process – Read the handbook! Take it seriously because faculty senate is the actual vote when it comes time to vote. Get your colleagues feedback, but you make the final vote in Senate!**
 1. Sent out Section A for review to all faculty, deans, and department heads
 2. Any questions or comments yet on this? **None at this time**
 3. Senate’s role in this process
 - ii. SB-129 – **concern about faculty and grants and is there any guidance for faculty on what we should do if a student brings a complaint? Legal counsel? Dr. Dempsey stated if it concerns a federal grant, we must follow federal law. Still trying to figure it out – don’t be a leader and see what ‘bigger’ schools do. Then work accordingly.**
 1. Drafted a report with recommendations for the President

- 2. Drafted the faculty course guidance emailed out earlier
- iii. Canvas usage – minimum of syllabus and grades in there
- iv. Reminder how grading days/midterm grades work; grades to Banner – **remember on Thur Oct 10 and Friday Oct 11 no in person classes as these are grading days**
- v. New/updated webpages for Senate, Committees, Faculty Resources, etc. – **please use them – great resource!**
- vi. Staff Council – Chief Michael Barton as President
- vii. Dr. Shelton has agreed to meet monthly this year with the Executive Committee to demonstrate her dedication to shared governance, openness, and transparency. They will discuss progress on Senate resolutions/recommendations, general faculty issues, and Senate questions. If you have any questions/concerns you/your faculty would like to see addressed, please share with an Executive Committee member. The first meeting is 8/26.
- c. Vice President David Dempsey
 - i. International Students Concerns Task Force
 - 1. Discussed international admission requirements – no changes recommended currently
 - 2. Developed FAQ for Faculty/Staff - <https://www.jsu.edu/international/services/faculty-staff-faq.html>
 - ii. Faculty Mentoring Workgroup
 - 1. David Dempsey co-chair with Janet Bavonese
- 4) Committee Reports/Updates
 - a. Updates for the Committees and Charges for the Year
 - i. Faculty Advocacy Committee
 - 1. Parental leave and Tuition Assistance updates
 - ii. Elections Committee
 - 1. Now will be making recommendations for appointments to University/Academic Affairs Committees to FS President, who will pass them along to the President/Provost following guidelines outlined in Chapter 1 of the revised faculty handbook
 - iii. Student Retention
 - 1. Liaison with Student Success/Advising
 - 2. Work to help set up the Undergraduate Admissions Standards Committee
 - 3. David Dempsey is liaison with the Faculty Mentoring Workgroup
 - iv. Bylaws Committee needs to reconvene – anyone interested in joining?
 - v. Faculty Honors
 - 1. Emeriti info is new on website, based on what we passed last year
 - a. Call for this will go out soon and you will need to review
 - 2. Need to work to have rubrics for assessment this year – for Emeriti, Faculty Awards, and Grants
 - vi. Policies and Campus Planning – more policies coming your way soon!
- 5) Unfinished Business

- a. Senior Instructor proposal – **Motion to send this to Advocacy Committee to create a proposal; First Patrick McGrail , seconded Jenna Ridlen (All in favor, none opposed).**
 - b. Distinguished Professor/Instructor – **Motion to send to Faculty Honors Committee to do research and create a proposal regarding whether it should remain a rank or be an award - First B Norvell, seconded L Ingwerson (All in favor, none opposed).**
- 6) New Business
- a. Handbook Policy: Credit hours for student status recommendation – **Motion to approve as written first by Stacy Mikel, seconded by Allen Gilbert (All in favor, none opposed)**
 - b. Senate Recommendation Regarding Classification of Students Handbook Policy – **Motion to approve as written first by D Thornton and seconded by B Norvell (all in favor, none opposed)**
 - c. Separation of “Contract” dates (8/1 to 4/30) from “Availability” dates (approx. 8/15 to 5/14 – depending on academic calendar) – **Motion to table –Stacy Mikel and seconded by D Dempsey (all in favor, none opposed)**
- 7) Informational Items
- a. Fall 2024 Final Exam Schedule is in the Canvas Shell and online
 - b. Final Version of the 2024 Scholar’s Code is in the Canvas Shell
 - c. Dr. Harmon has been invited to attend the 10/21 Faculty Senate meeting with Dr. Shelton to address what the BOT will have approved on 10/15 regarding faculty salaries and answer any questions
 - d. Faculty Senate Budget – we will have a budget line in FY25 (to pay state dues, other expenses)
 - e. Ben Gross – JaxMIX Director -- If you are teaching a general education, please do not remove "Credentials" from the course navigation in your Canvas shell. This link is necessary for Canvas Credentials to properly integrate with JaxMIX, our new signature general education program. Thank you!
 - f. Student Success Summit – February 4-5 – Guest Speaker Dr. Sarah Rose Cavanaugh to address how the mental health crisis is affecting university students today (she is a psychology professor and Sr. Assoc. Director for Teaching and Learning at Simmons University)
 - g. Alabama State Supreme Court hearing oral arguments on campus Sept. 17; plan for flexibility in student attendance
 - h. First home football game – Thursday 8/29 7 pm vs. Coastal Carolina
- 8) Motion to adjourn – **first by B Norvell and seconded D Dempsey, all in favor, none opposed) 4:33 pm**

CREDIT HOUR POLICY^[1]

Jacksonville State University's policies and procedures for determining the credit hours awarded for courses and programs conforms to the Office of Post-Secondary Education, US Department of Education's 2020 Code of Federal Regulation (CFR) 34 Section 600.2 credit hour definition,^[2] which states:

A credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that—

(1) Reasonably approximates not less than—

(i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit...or the equivalent amount of work over a different period of time; or

(ii) At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and

(2) Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

The institutional accrediting body for Jacksonville State University is the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) who also recognizes and uses as a basis, the Federal definition of a credit hour in its *Credit Hours Policy Statement*.

Clock-Time Conversion

Consistent with the clock-time conversion set by the Office of Post-Secondary Education, US Department of Education's 2010 Code of Federal Regulation (CFR) 34 Section 668.8,^[3] Jacksonville State University defines three (3) credit hours of instruction as equivalent to 37.5 hours of instructional time (2250 minutes). This exceeds the US Department of Education's 2020 Code of Federal Regulation (CFR) 34 Section 668.8^[4] minimum of 30 clock hours of instructional time for three (3) credit hours and meets SACSCOC standards.^[5]

Determination of Course Credit

Faculty and curriculum committees determine the quantity of credits for a course in accordance with commonly accepted practice in higher education. Standards established by external discipline-specific accreditation agencies will be applied as required. Institutionally established criteria reflect professional standards and include some or all of the following:

- Discipline-specific best practices
- Purpose and goals of the course
- Content and topics
- Learning outcomes
- Major assignments
- Assessment methods
- Course level: lower or upper division undergraduate, master's level, doctoral level

- Course schedule type: lecture, lab, clinical, studio, study abroad, internship, field placement, independent study, thesis, or dissertation
- Course delivery method: face-to-face (traditional), hybrid (blended), online synchronous, online asynchronous, or other mode of delivery
- Articulation and transferability of credit to other institutions
- Other factors as appropriate

Faculty develop courses and programs and provide justification for proposed credit amounts. Departmental, college, and university curriculum committees conduct rigorous reviews of course and program proposals, including justifications for credit to be awarded and are responsible for the final approval of proposals. Final acceptance of a proposal by each appropriate curriculum committee denotes the review and acceptance of the proposed number of credits.

Note that course instructors and department heads are responsible for ensuring that a given course (e.g., PSY 201) provides regular and substantive interactions with students, equivalent workload in terms of quality and quantity, and equivalent learning outcomes, regardless of delivery method or calendar type (e.g., short term, summer term, or full term). Ultimately, the responsibility for protecting the academic integrity of curricula, programs, and class schedules rests with the university's Provost and Senior Vice President for Academic Affairs.

Responsibility for the Credit Hour Policy

Faculty are responsible for the content, quality, and effectiveness of the curriculum; therefore, the responsibility for credit hour determination resides with the faculty. The amount and level of credit hours awarded for a course will be determined according to these guidelines and courses will be monitored to ensure that they meet or exceed these expectations. Faculty and academic departments are charged with following the credit hour policy in developing or offering new courses or new modes of delivering existing courses. Department heads are charged with ensuring that courses in their department meet the requirements of the credit hour policy, as defined above, when creating schedules and assigning faculty to courses. The University Registrar oversees the creation and distribution of the university-wide course schedule and works to ensure that courses are scheduled in compliance with the credit hour policy. The Faculty Handbook Committee is charged with periodically reviewing the credit hour policy, as well as reviewing after any changes in the federal or accreditor regulations or policies.

^[1] Revised 06/2023; 08/2024

^[2] US Department of Education (2020) § 600.2 Definitions - <https://www.govinfo.gov/content/pkg/FR-2020-09-02/pdf/2020-18636.pdf#page=68>

^[3] US Department of Education (2010) §668.8 Eligible program rules and regulations - <https://www.govinfo.gov/content/pkg/FR-2010-10-29/pdf/2010-26531.pdf#page=118>

^[4] US Department of Education (2020) §668.8 Eligible program rules and regulations - <https://www.govinfo.gov/content/pkg/FR-2020-09-02/pdf/2020-18636.pdf#page=74>

^[5] SACSCOC Credit Hours Policy Statement (2023) - [Credit Hour Policy Statement \(sacscoc.org\)](https://www.sacscoc.org/Credit-Hour-Policy-Statement)

Further clarification on the Separation of “Contract” dates (8/1 to 4/30) from “Availability” dates (approx. 8/15 to 5/15 – depending on academic calendar)

- a. Contracts/pay periods need to follow calendar months for payroll purposes, now that all faculty are on 8/1 contracts/pay periods, not 9/1 (see escrow email from Dr. Shelton on 6/25).
- b. However, this does not line up with our academic calendar (faculty available between 8/12 and 8/17 and spring grades due between 4/30 and 5/5). Further, faculty are expected to be available to answer student questions, deal with grade appeals, meet regarding student progress in programs, etc. after grades are due. Some faculty have also expressed a desire to have FAR meetings after they turn in final grades to reduce end-of-the-semester craziness. Additionally, when we removed the May term, our contracts went from 9.5 months in length to 8.5 months in length. The goal is to set them back to 9-month contracts.
- c. Thus, the faculty handbook will separate out the contract dates from availability dates, which will start on our current “faculty available” date and end after 9 months (e.g., 8/15 to 5/14 for the current year).

CONTRACT DATES AND FACULTY RESPONSIBILITIES DATES

Due to payroll processing dates, full-time faculty contracts/pay periods begin on August 1 and end on April 30. However, faculty availability for meetings, advising, events, and commencement, does not follow this calendar. Every year the “Beginning of Academic Year Responsibilities for Faculty” date will be published on the Academic Calendar (e.g., the Thursday before classes begin). This has traditionally been known as the “Faculty Available” date. The “End of the Academic Year Responsibilities for Faculty” date will be 9 months from this start date. For example, if Faculty begin on August 13, they will end on May 12. This will allow departments to ensure that faculty are available for May commencement ceremonies; are planning to check email/phone messages during this time about grade appeals, student questions about final grades; submitting assessment data; and are available for end of the year meetings and events.

JSU FACULTY SENATE 2024-2025
Recommendation #2425-01

Recommendation Regarding Classification of Students

Whereas, the current classification of students does not match the number of credit hours for the majority of JSU degrees (reflects the older 128-hour degrees), and

Whereas, some students may be unable to graduate in a timely manner because they are unable to register for “senior” restricted classes until spring semester of their senior year, and

Whereas, other universities in the state, such as the University of Alabama at Birmingham, Montevallo, and University of North Alabama all have modified their classification systems to match a 120-hour degree requirement, and

Whereas, the Registrar has indicated that this implementation is possible with an August 2025 start date, and

Whereas, the Director of Financial Aid has indicated that this new system would not adversely affect our students,

We, the Faculty Senate, recommend that the classification of students in the 2025-2026 JSU Undergraduate Catalog be revised from:

Classification of Students

Classification of Students	
Hours	Classification
0-31	Freshman
32-63	Sophomore
64-95	Junior
96+	Senior

To

Classification of Students

Classification of Students	
Hours	Classification
0-29	Freshman
30-59	Sophomore
60-89	Junior
90+	Senior

President's Report
August 19, 2024

Town and Gown Committee Update

Information from Jacksonville City Council and Mayor

- Jacksonville Christmas Parade: December 3 – 6 pm
- Going to drill two new wells in the city
- They have a grant to remove cast iron mains for gas to update them
- New businesses: Whataburger, Stop Sud Car Wash, Petsense; Urology (Dr. Klug's old office); El Patron (old Loco Mex location)
- New fire station being planned (leasing JSU lot across from Merrill)
- Grant to build a pavilion across from the lake by the Public Safety Complex
- Planning to build a Fairfield Inn next to the Hampton
- Resurfacing George Douthit Drive
- Improving the sewer system over by South Complex
- They are planning a storm shelter at Eastwood School
- They are trying to get money to secure Eastwood School (roof/windows)
- Jax Fest was very successful despite the fireworks accident
- Cheaha Challenge bike race had around 1000 riders
- There are a lot more beds/apartments in town now (the Edge, Ivy Row, Flats, D St.)

Information from President Killingsworth about JSU

- Spirit on Mountain Street 8/22
- We are no longer under contract with the Pointe (not JSU housing anymore). We are in a temporary contract with the Edge (triangle property on 204/Cedar Springs Rd) until we can build West Village (upper class housing by baseball field—intermural field)
- 9/21 Homecoming – band day, family day, preview day; game at 2 pm; parade at 9 am
- Construction on the ROC is going to necessitate the closing of Church Ave and Roebuck Waters for several months, starting first day of class
- Football games – no more general admission; everything is by seat; same cost, just all seats are reserved
- There are new live Webcams around campus (8 live now) - <https://www.jsu.edu/webcams/>
- New buildings opened – North Residence Hall, Dining Hall, White Football Complex

Information from Jacksonville City Schools

- High school has a new performing arts building
- The Ladaiga trail spur will go in front of the high school with a bike path/walkway
- They are at capacity for enrollment, but they will continue to make room for JSU faculty's children
- They are looking at a manufacturing partnership with Gadsden State Community College

President, Provost, Faculty Senate President, Vice President Summer Meetings

- Shared governance (discussed extensively)
- University standing committees on President's webpage; faculty committee interest form for his webpage; committee structures and new committees
- Faculty survey results
- Faculty handbook process, including when it will go to the BOT
- Faculty salaries
- Senior instructor
- Academic calendar

Provost, Faculty Senate President, Vice President Summer Meetings

- Faculty survey results
- Webpage updates – committees, academic affairs, Senate
- Committee restructuring, Handbook Appendix C, committee appointments
- Salary consultants' updates; salary committee updates
- Called faculty meeting agenda
- Policies: Bulletin board policy, solicitation, code of conduct, Title IX, FMLA
- Canvas syllabus policies
- Faculty handbook policies and processes
 - Credit hour policy
 - Senior instructor
 - Distinguished instructor
 - Workload policy
 - Visiting professors
 - Emeriti updates
 - Overloads and overload policy
 - Promotion and tenure timeline
 - Graduate faculty status
 - Attendance policy
 - Service credit
- Faculty Senate Leadership training
- Faculty contract deadlines and process; contract dates
- At will vs. contract employees
- Final exam schedule
- Faculty Senate Budget
- Faculty Mentoring Committee
- Faculty-Administrator relationships; co-chairing committees with administrators
- Faculty Senate bylaws
- University faculty awards; college awards
- Faculty grants
- Sick leave – sick leave pool vs. sick leave donation
- Handbook Committee retreat planning